



Open to internal and external candidates

#### **TERMS OF REFERENCE**

Position Title	: <b>Project Assistant</b>
Duty Station	: <b>Rio de Janeiro, Brazil</b>
Classification	: <b>National Staff</b>
Type of Appointment	: <b>Special Short-Term Ungraded</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>02 May 2024</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. Brazil is a Member State of IOM since 2004.

#### ***Context***

Under the overall supervision of the Project Coordinator in Rio de Janeiro, and in close coordination with the Senior Programme Integration Manager and collaboration with relevant units at Headquarters and the Administrative Centers, the successful candidate will be responsible and accountable for the following:

#### ***Responsibilities and Accountabilities***

- Provide assistance and support to the coordination with private sector entities, civil society, government and academic institutions in order to facilitate the development, implementation and monitoring and evaluation of assigned programs/projects, etc;
- Support in outreach activities with private sector actors;
- Promote events with private sector, governments and civil society entities;
- Organize and encourage capacity building, training with private sector;
- Hold meetings and interlocutions with private sector, governments and civil society partners with purpose to facilitating the socioeconomic integration of migrants, in particular the possibility of joining the formal Brazilian labor market;
- Support the preparation, monitoring and analysis of general and specific aspects of program/project development and implementation;
- Administrative support - Identify and track follow-up actions; support travel,

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**Organização Internacional para as Migrações (OIM)**

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- reporting, data collection and procurement actions as required;
- Assist in performing various assignments, in collaboration with national counterparts, by planning, organizing, managing logistics, and facilitating different events and activities in their administrative and organizational aspects with local governments, private sector, civil society and migrants;
  - Support the monitoring process of the integration of migrants in the assigned territory, maintaining direct contact with migrants;
  - Support the provision of assistance and referral to public services for migrants in situations of violence and human rights violations, such as labor exploitation, human trafficking and gender-based violence;
  - Perform other work-related tasks, as required.

### ***Required Qualifications and Experience***

#### **EDUCATION**

- University Degree in International Relations, Social Sciences, Economics, or related areas by an accredited university with at least 5 years of relevant experience. Master's degree is desirable.

#### **EXPERIENCE**

- Experience with social and economic integration projects in partnership with government, civil society, UN, or private sector actors;
- Experience in dialogues with the private sector, including partnerships and continuous contact.
- Experience implementing and monitoring social and economic integration projects in partnership with government, civil society, UN, or private sector actors;
- Ability to establish and maintain strong working relations with relevant government counterparts, civil society, international organizations and private sector entities;
- Relevant field experience related to migration, refugee and statelessness population;
- Experience performing administrative tasks;

#### **SKILLS**

##### ***Languages***

IOM's official languages are English, French, and Spanish.

#### **REQUIRED**

For this position, fluency in Portuguese and advanced knowledge in Spanish is required (oral and written).



## DESIRABLE

English is desirable.

### *Competencies*

The incumbent is expected to demonstrate the following values and competencies:

**VALUES** – All IOM staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**Integrity and transparency:** Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

**Professionalism:** Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

### **CORE COMPETENCIES** – Behavioral indicators (level 2)

**Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

**Delivering results:** Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

**Managing and sharing knowledge:** Continuously seeks to learn, share knowledge and innovate.

**Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.



### ***Notes***

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

### ***How to apply***

Interested candidates should send Curriculum Vitae in English only in pdf format to [iombrazil@iom.int](mailto:iombrazil@iom.int), until 02 May 2024, stating in the subject field PROJECT ASSISTANT - RJ

Only shortlisted candidates will be contacted.

### ***Posting period***

From 18.April.2024 to 02.May.2024.