



Open to internal and external candidates

TERMS OF REFERENCE

Position Title	: Project Clerk
Duty Station	: Curitiba, Brazil
Classification	: National Staff
Type of Appointment	: Special Short-Term Ungraded
Estimated Start Date	: As soon as possible
Closing Date	: 02 May 2024

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 Curitiba, 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

- Collaborate in the assistance and guidance of applicants for residence, refugees and migrants, providing guidance on the situation in the state, referring them to the responsible bodies when necessary;
- Provide assistance and support to the coordination of work with government, civil society partners, private sector entities and academic institution to facilitate the development, implementation monitoring and evaluation of assigned projects;
- Administrative support - Identify and track follow-up actions; support travel, data collection and procurement actions as requested;
- Provide administrative support to meetings, workshops, seminars and conferences with local governments, private sector, civil society and migrants;
- Support the reception and integration of Venezuelan migrants in coordination with the RAI's (Rede de Apoio a Interiorização) and all actions related to economic opportunities for migrants;

Organização Internacional para as Migrações (OIM)

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- Support the developing and dissemination of informational materials for refugees and migrants, including support with translation and revision of materials;
- Perform other work-related duties, as required.

Required Qualifications and Experience

EDUCATION

- University Degree in International Relations, Social Sciences, Economics, or related areas by an accredited university.

EXPERIENCE

- Experience in administrative activities and processes.
- Good organizational, time management and prioritizing skills.
- Proficiency in Microsoft Office software (Excel, PowerPoint, Word, Outlook).
- Ability to multitask and work under pressure to meet deadlines.
- Experience working within a team of colleagues from diverse cultures and professional backgrounds.
- Previous experience in an operations unit at an international organization is an advantage.
- Experience with project reporting.

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, until 02 May 2024, stating in the subject field PROJECT CLERK - PR

Only shortlisted candidates will be contacted.

Posting period

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