Open to internal and external candidates

TERMS OF REFERENCE

Position Title: Project Assistant
Duty Station: Manaus, Brazil
Classification: National Staff
Type of Appointment: Special Short-Term Ungraded
Estimated Start Date: As soon as possible
Closing Date: 04 July 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

Due to the political and socio-economic developments taking place in Venezuela, many Venezuelans are leaving their country for Brazil. In this context, IOM is seeking personnel dedicated to life-saving protection and assistance activities in an emergency context.

Under the direct supervision of the Project Coordinator of the IOM field office in Manaus, technical coordination of the Documentation Coordinator and overall supervision of National Project Officer, the successful candidate will provide support to the Documentation activities in Manaus and other municipalities in the state of Amazonas. The Project Assistant will be responsible and accountable for the following:

Responsibilities and Accountabilities

- Adhere to IOM standard operating procedures (SOPs) regarding documentation;
- Ensure the timely and efficient execution of field documentary activities by overseeing other colleagues and serving as a focal point for documentary activities;
- Conduct documentation procedures for securing / renewing residency in Brazil, in collaboration with the Brazilian authorities;
- Create and deliver information sessions on IOM activities for various audiences as needed;
- Training and supervision of partners and service providers in providing guidance.
and assistance to the migrant population;

- Keep electronic databases and records up to date and maintain detailed records of all activities to support monitoring and reporting processes on documentation activities and prepare regular reports on activities following the IOM Privacy Policy;
- Provide functional and administrative support for the implementation of participatory methods, needs assessments, monitoring and reporting with a special focus on people with special needs. Support daily liaison and coordination with local partners and other relevant stakeholders, and represent IOM in working groups and facilitate liaison with relevant authorities for the issuance of identity and other relevant documents;
- Support development of reference service mapping. Collect information on access to services and provide regular updates on changing available services;
- Coordinate the approval with the local government, follow up on the graphic production and promote the plan for the dissemination of migratory regularization (posters, pocket guides, pocket vocabularies, vocabulary “pills” videos, informative sessions) to facilitate communication between local government and civil society with migrant and refugee population.
- Perform other duties as required;

**Required Qualifications and Experience**

**EDUCATION**

- Master’s Degree in Social Sciences, Law, Public Policy, Human Rights, Population Studies, Intercultural Studies, International Relations or related areas, in Brazil or abroad.
- University degree in the above fields with three years of relevant professional experience.

**EXPERIENCE**

- Proven professional experience with training activities and conducting training courses on migration regularization and migration legislation.
- Proven professional experience leading teams.
- Experience working with Un system agencies or other national or regional organizations related to legal identity and protection of migrants.
- Experience in the usage of office software packages (MS, Excel, BI) and knowledge of data analysis.
SKILLS

- Good organizational and communication skills.
- Ability to work with multicultural teams and respect different traditions.
- Knowledge about migratory flows in the region

Languages

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

REQUIRED

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

DESIRABLE

Working knowledge of English or Portuguese 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 04 July 2024, stating in the subject field PROJECT ASSISTANT DOC – MAO.

Only shortlisted candidates will be contacted.

Posting period

From 20.06.2024 to 04.07.2024.