



Open to internal and external candidates

SPECIAL VACANCY NOTICE (2024-204)

Position Title : **Project Assistant – Relocation & Integration**
Duty Station : **Boa Vista, Brazil**
Classification : **Graded – G5**
Type of Appointment : **Special Short Term Graded**
Estimated Start Date : **As soon as possible**

Closing Date : **25 September 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 Chief of Mission and the direct supervision of the National Project Officer, the successful candidate will be responsible for supporting countrywide institutional coordination, particularly in the context of the Venezuelan migrant relocation strategy programme implemented by the Operation Welcome responding to influx of Venezuelan migrants and refugees in Brazil. In addition, the candidate will also design, support and monitor activities implemented by IOM and Operation Welcome partners, in relation to the social and economic integration of assisted Venezuelan migrants and refugees at destination locations.

Responsibilities and Accountabilities

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, analyze, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.

5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation, and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions.
8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
10. Provides guidance/training to new/junior staff.
11. Perform other related duties as assigned

Required Qualifications and Experience

EDUCATION

- School diploma with five (5) years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with three (3) years of relevant professional experience.

EXPERIENCE

- Experience in liaising with Brazilian Government agencies, national/international institutions, United Nations Agencies and nongovernmental organizations.
- Demonstrated supervisory experience and skills is mandatory.
- Experience in project management, including managing social and economic integration, livelihoods, microfinance or other integration projects with a government or UN agency, or a regional or international organization.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Excellent written and verbal communication and negotiation skills.
- Good knowledge of project management, monitoring and evaluation principles and practices.
- Familiarity with budget/financial administration; proven resource management skills.

SKILLS

- Works effectively with local authorities, stakeholders, and beneficiaries.
- Excellent organization skills; analytical and creative thinking.
- Excellent interpersonal and communication skills.
- Excellent team management and coordination competency.
- Proven ability to work with limited supervision.



Languages

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

REQUIRED

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

DESIRABLE

Working knowledge in English is a distinct advantage.

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.



Managerial Competencies – behavioral indicators level 2

Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.

Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 hrbrazil@iom.int, until 25 September 2024, stating in the subject field **PROJECT ASSISTANT – RELOCATION BVB**.

Only shortlisted candidates will be contacted.

Posting period

From to 18.SEP.2024 to 25.SEP.2024