



Open to internal and external candidates

CALL FOR APPLICATION (2024-200)

Position Title	: Project Assistant (Indigenous Population)
Duty Station	: Brasília, Brazil
Classification	: National Staff
Type of Appointment	: Special Short-Term Ungraded
Estimated Start Date	: As soon as possible
Closing Date	: September 22st, 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 direct supervision of the Senior Program Manager and, in collaboration with IOM Brazil Field Offices, the successful candidate will be responsible for support activities related to indigenous migrants in IOM Brazil, including the Warao population.

Responsibilities and Accountabilities

1. Lead the design and implementation of projects directed at indigenous populations in the context of mobility.
2. Assist in the implementation and monitoring of project activities regarding indigenous populations in a context of mobility.
3. Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
4. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
5. 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.
6. Elaborate correspondence on project issues; prepare and update reports, briefing notes, presentations and other forms of documentation.

Organização Internacional para as Migrações (OIM)

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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.
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

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

Advantageous:

Master's degree in Anthropology, Political or Social Sciences, Development Studies, Migration Studies, Human Rights, or related fields from an accredited academic institution will be an advantage.

Experience

REQUIRED

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non- governmental organizations; and
- Experience with indigenous people, social protection and community dialogues.

ADDITIONAL (will be considered an advantage)

- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;
- Experience with handling confidential data and analysis and data collection; and
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting.



SKILLS

- In depth knowledge of national policies for indigenous populations and/or migrants.
- Excellent communication and writing skills with the ability to analyze complex problems and identify and convey clear, rapid solutions across a broad range of audiences.
- Strong knowledge on intercultural communication, diversity and inclusion.
- Effective resource management, analysis and data collection skills.
- Strong general analytical skills.

Languages

REQUIRED

For this position, fluency in Portuguese and Spanish is required.

DESIRABLE

English is desirable.

Competencies

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

VALUES

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

CORE COMPETENCIES

- 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 action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
- **Responsibility:** assume responsibility for actions and deals well with constructive critics.
- **Beneficiary Oriented:** focus solving problems and support those in vulnerable situations.
- **Continuous Learning:** promote continuous learning for himself/herself and others.
- **Creativity and Initiative:** continuous search for new ways of making services and programs better.
- **Planning and organization:** work planning, anticipate risks and settle goals within its area of responsibility.



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 apply through the following link until September 22, 2024:

[PHF IOM BRAZIL](#)

Only shortlisted candidates will be contacted.

Posting period

From 11.SEP.2024 to 22.SEP.2024.