



Open to internal and external candidates

**CALL FOR APPLICATION (2024-219)**

Position Title	: <b>Project Coordinator</b>
Duty Station	: <b>Brasília, 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>31 October 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 Chief of Mission (CoM) in Brazil and the direct supervision of the Head of Programmes / Nat, the Project Coordinator will provide oversight and overall support to the project “Contribute to strengthening the unified social assistance system in Brazil”, a collaboration between IOM Brazil and Ministry of Social Development, Family and Fight Against Hunger (MDS).

The Project Coordinator will be based in Brasilia and will lead the project implementation.:

***Responsibilities and Accountabilities***

- Direct and coordinate the implementation of the project; monitor implementation of the activities to ensure work is proceeding according to established plans; analyze implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect the changing environment on the field.
- Regularly research, follow-up, compile, analyze and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues for the consideration of appropriate parties.
- Coordinate the implementation of the “Contribute to strengthening the unified social assistance system in Brazil” project in Brazil. This project is being conducted in Brasilia and the State of Rio Grande do Sul. It has a main output: That the Social Assistance actors have a robust system in place to effectively support social protection in

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

Setor de Autarquias Sul, Quadra 05, Bloco N, Ed. OAB, Salas 401 a 412 • Asa Sul • Brasília-DF, Brasil • CEP 70070-913  
Tel.: +55 61 3771.3772 • E-mail: [iombrazil@iom.int](mailto:iombrazil@iom.int) • Website: [brazil.iom.int](http://brazil.iom.int)

emergencies.

- Liaise and engage with projects' partners, and relevant stakeholders in the areas of Social Protection and FORSUAS, and related fields.
- Participate in meetings and conferences indicated by the Head of Programme; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors, and other stakeholders relevant to the projects.
- Elaborate internal and external reports, project updates, official documents, press briefing notes, and other related publications; write interim/final narrative reports of the implemented projects for donors.
- Manage the financial, administrative, and technical aspects of the projects in line with IOM policies and donor requirements; Monitor budget expenditures: verify the availability of funds and maintain a proper record of approved project budgets and their revisions.
- Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects
- Conduct any other relevant duties and activities as may be assigned

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

#### **EDUCATION**

- 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 at least three years of relevant professional experience; or
- Master's degree in political or social sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law, Project Management, or a related field from an accredited academic institution with one year of relevant professional experience.

#### **EXPERIENCE**

- Experience in project management, including managing projects with Government or UN agency, civil society, regional or international organization.
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Minimum of two years of professional experience in activities related to migration, refugee resettlement, family reunification, protection of migrants, refugees, asylum seekers, victims of trafficking and IDPs, or other relevant programs,
- Experience with movement operations and migrant support is highly advantageous



- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Strong organizational skills, a proven ability to establish priorities and plans, and an ability to work independently; attention to detail and ability to organize; strong interpersonal and communication skills; able to work under pressure
- Knowledge of IOM's policies and procedures is highly advantageous

#### SKILLS

- Works effectively with local authorities, stakeholders, and beneficiaries.
- Excellent organization skills; analytical and creative thinking.
- Computer/software literate.
- Strong interpersonal and communication skills.

#### Languages

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

#### REQUIRED

For this position, fluency in Portuguese and English and Spanish (working knowledge) is required.

#### DESIRABLE

Working knowledge of French 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.

#### **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 apply through the following link until 31 October 2024:

[PHF IOM BRAZIL](#)

Only shortlisted candidates will be contacted.

***Posting period***

From 24.OCT.2024 to 31.OCT.2024