

Open to internal and external candidates

CALL FOR APPLICATION (2024-227)

Position Title	:	Project Clerk (AVRR)
Duty Station	:	Brasília, Brazil
Classification	:	National Staff
Type of Appointment	:	Special Short-Term Ungraded
Estimated Start Date	:	As soon as possible
Closing Date	:	27 November 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 (CoM) in Brazil and direct supervision of the Project Coordinator; and, in collaboration with relevant IOM Missions, the Project Clerk will be responsible and accountable for the following:

Responsibilities and Accountabilities

- Liaise with different IOM offices operating AVR/R programs.
- Establish contact and provide orientation and support to Brazilian returnees.
- Provide inputs for needs assessments and programming prior to returns.
- Elaborate reports on monitoring and implementation of cases of return.
- Liaise with all relevant IOM staff for the logistical and administrative procedures prior to return.
- Controlling all Requests for Payments/Receipts, verifying that all supporting documents are in order and that are in accordance with IOM financial guidelines and rules.
- Provide support to IOM activities in coordination with IOM Brazil staff, providing protection and assistance to vulnerable migrants, administrative, logistical and financial support associated with assistance delivered, including elaborating payment requests.
- Perform such other duties as may be assigned.

Required Qualifications and Experience

EDUCATION

- High school diploma with three years of relevant experience; or
- University Degree in the areas of International Relations, Social Sciences or Public Administration by an accredited university.

EXPERIENCE

- Previous experience with assistance to vulnerable migrants.
- Previous experience of a minimum of one year of relevant work experience in procurement and logistics.
- Experience working with a team of colleagues from diverse cultures and professional backgrounds.

SKILLS

- In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization.
- Knowledge of financial rules and regulations.
- Good organizational, time management and prioritizing skills.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Proficiency in Microsoft Office software (Word, Excel, PowerPoint, Outlook).
- Ability to multitask and work under pressure to meet deadlines.

Languages

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

REQUIRED

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

DESIRABLE

Working knowledge of Spanish is advantageous.

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 apply through the following link until 27 November 2024:

[PHF IOM BRAZIL](#)

Only shortlisted candidates will be contacted.

Posting period

From 24.NOV.2024 to 27.NOV.2024