



## TERMS OF REFERENCE

Position Title	: Project Assistant – Protection
Duty Station	: Manaus, Amazonas, Brazil
Classification	: Staff Nacional – Ungraded
Type of Appointment	: Special Short Term, 3 months, with possibility of extension
Estimated Start Date	: As soon as possible
Closing date	: January, 13

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN Agency in the field of migration, works closely with governmental, intergovernmental, and nongovernmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all.

### ***Context:***

The International Organization for Migration (IOM) in Brazil is implementing various projects addressing the protection, assistance, and integration needs of migrants, refugees, and other vulnerable populations in Brazil. IOM recognizes the importance of accurate and timely information to foster adequate programming and ensure accountability to affected population, donors, and governments.

Under the direct supervision of the Project Coordinator of the OIM Field Office in Manaus, technical supervision of Roraima's Protection Coordinator and overall supervision of the Emergency Coordinator and Chief of Mission, the successful candidate will provide assistance to the Protection Unit in Manaus (Amazonas).

In particular, the selected candidate will perform the following duties:

### **Core functions / Responsibilities:**

1. Support the planning and implementation of the activities of the Protection Unit according to project objectives, quality standards and needs in the state of Amazonas, in line with IOM's policies and procedures and donor requirements.
2. Contribute to the monitoring of project progress, data collection and prepare relevant reports and ensure proper information exchange on all operational aspects of the project with supervision, in accordance with IOM data protection principles and IOM Protection Framework.
3. Participate, coordinate and represent IOM in protection working groups and local committees. Liaise and work with local authorities, Operation Welcome stakeholders, institutions, and strategic partners, including UN Agencies to plan and execute protection-

- related activities.
4. Facilitate capacity building activities for local authorities, civil servants, service providers, civil society and stakeholders.
  5. In coordination with governmental institutions, civil society actors and relevant partners provide technical support to protection case management including of victims of Human Trafficking and Labor Exploitation, according to the IOM Protection framework and operational standards.
  6. Work closely with other IOM units to mainstream protection and support the development and implementation of a common response strategy to assist the targeted population
  7. Provide technical inputs and draft information and guidance materials, including training courses for protection personnel, other internal teams, and partners.
  8. Undertake site visits and duty travel as required.
  9. Perform such other duties, as may be assigned.

## **Required Qualifications and Experience**

### **Education**

University degree in International Relations, Law, Psychology, Social Services, or a related field from an accredited academic institution with 2 years of relevant professional experience; or

Master's degree in the above-mentioned fields with 1 year of relevant professional experience.

### **Experience**

- Experience in liaising with Brazilian Government agencies, national/international institutions,
- United Nations Agencies and non-governmental organizations.
- Experience in working with migrants, refugees, internally displaced persons, and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Works effectively with local authorities, stakeholders, and beneficiaries.
- Excellent organization skills; analytical and creative thinking.
- Strong interpersonal and communication skills.
- Experienced user of MS Office.

### **Languages**

Required: Portuguese and Spanish; English is an advantage.

### **Competencies**

The selected candidate is expected to demonstrate the following competencies:

### **Values**

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

## Notes

Appointment will be subject to budget confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

## Applications

Interested candidates should send Curriculum Vitae in pdf format to [iombrazil@iom.int](mailto:iombrazil@iom.int) until **January 13, 2023**, stating in the subject field: **Project Assistant - Protection - Manaus**.

Only pre-selected candidates for interviews will be contacted.