



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

VACANCY NOTICE (VN) OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Project Assistant (Admin4All)**
Duty Station : **Rome, Italy**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Tentative Starting Date : **As soon as possible**

Closing Date : **28 May 2018**
Reference number : **VN 2018 – 23 (E)**

Established in 1951, IOM is the United Nations related organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates

Context:

Under the overall supervision of the Director, Coordination Office for the Mediterranean and Chief of Mission in Italy and Malta, and the direct supervision of the Admin4All Project Coordinator, the incumbent will be responsible for supporting the implementation of activities of Admin4All: Supporting social inclusion of vulnerable migrants in Europe. The project has the objective of building the capacity of municipalities to provide accessible, effective and migrants-sensitive services in Italy, Poland, Romania, Austria, Malta, Greece and Spain.

Core Functions / Responsibilities:

1. Provide assistance in identifying municipalities to join the program, as well as negotiating an MoU defining their participation in the project, while building relationships with local and national institutional counterparts to engage in the project's implementation;
2. Provide support in undertaking a local needs assessment visits in new program municipalities, to identify their training and capacity building needs;
3. Provide general support with the implementation of program activities in Italy, including:
 - Assist with the organization of training sessions offering the Admin4All training curriculum for local service providers in each program city;
 - Assist with the organization of a training of trainers, based on the training curriculum, in each of the selected municipalities, as well as training sessions on other thematic issues requested by the participating municipalities,
 - Support the implementation of a specific capacity-building component on M&E, supporting the development of an online M&E toolkit;
 - Assist with the organization of peer review visits involving select municipalities, either nationally or between municipalities in different program countries.

4. Provide support to the Program Manager in coordinating the activities of the other six program countries (Austria, Greece, Malta, Poland, Romania and Spain) and supporting the respective IOM missions.
5. Support the participation of municipal representatives from all program countries in regional ADMIN4ALL meetings, including a final regional event at the end of the program, and national and international policy fora as needed;
6. Support the organization of the final program event in Brussels, Belgium.
7. Provide support to the Program Manager in representing the program in national conferences and meetings and promote its achievements and the municipal best practices identified;
8. Provide support on all administrative, financial and HR-related activities;
9. Provide support in the development of research and policy materials, as well as in the unofficial translation and drafting of specific program documents;
10. Perform other duties as may be required and assigned by the program manager or tasks related to the smooth implementation of the project, as necessary.

Required Qualifications and Experiences:

Education

Secondary school with four years of experience on projects related to the following sectors: migration, migrants' integration and/or human rights, international development and cooperation, and public administration management; or

University Degree in Political, Social Sciences, Development Studies, International Relations or related field with two years of experience.

Master's Degree in a related field will be considered an advantage.

Experience

Experience in project implementation and administrative support in international organizations, large NGOs or the private sector;

Experience working with local and national authorities on issues related to social inclusion, social services, migrants' integration and/or human rights;

Experience in designing, organizing or conducting trainings, TOTs or workshops for international organizations, NGOs or the private sector;

Experience writing official reports and project documents in both Italian and English;

Previous experience with the United Nations is an advantage.

Languages:

Fluency in written and spoken English and Italian is essential. Ability to speak French or Spanish will be an advantage.

Required Competencies:

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.

- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.
- Effectively applies language and social sciences related skills for the overall benefit of the project.
- Communication and analysis channels used and developed through project's implementation will have to be inspired by IOM standards and principles in the field of assistance to vulnerable groups, as well as assisted voluntary return, and research.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation. Appointment will be subject to certification that the candidate is medically fit for appointment. A prerequisite of taking up the position is right of residence and right to work in the country of the duty station at the time of application.

How to apply:

Interested candidates are invited to submit their applications on [IOM Personal History Form](#) at HRIOMROME@iom.int via e-mail **specifying as subject : VN 2018 23 (E) Project Assistant (Admin4All)**.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

Candidates who do not possess the above requested qualifications will not be taken into consideration.

Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period:

From 14.05.2018 to 28.05.2018