



IOM International Organization for Migration

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Project Assistant (Technical Cooperation)
two positions**
Duty Station : **Rome, Italy**
Classification : **Special Short Term – Grade Equivalent G4**
Type of Appointment : **Six months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **14 February 2018**
Reference code : **SVN 2018 08 (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, Coordinating Office for the Mediterranean and Chief Mission for Italy and Malta and Representative to the Holy See, the direct supervision of the Project Manager and in coordination with the Technical Cooperation and Development Specialist, the incumbent will be responsible for providing assistance in the framework of the LIMEA project - Linguistic and Intercultural Mediation for Emergency Actions.

Core Functions / Responsibilities:

- Support the team of cultural mediators in the pre-deployment phase and during deployment to the field, and assist the project manager preparing their rotation and/or re-assignment schedule in the target Regions (Apulia, Calabria, Campania, Sardinia and Sicily);
- Maintain daily contact with cultural mediators deployed in the field and assist with everything related to the arrangement of their assignment to the target regions;
- Facilitate the organization of the training sessions for cultural mediators and monitoring visits to the target regions;
- Collect the cultural mediators' needs and organize the anti-burn out sessions in collaboration with the Psychosocial Specialist;

- Assist the Project Manager with the overall implementation of the project, including the preparation of all relevant financial documentation related to the project (procurement/payment/reimbursement/travel);
- Collect the reports from the cultural mediators and draft the interim and final reports to the donor;
- Assist in the preparation of the manual on cultural mediation and coordinate with the trainers/pedagogical experts in charge of the induction sessions;
- Support the Project Manager and/or the Psychosocial Specialist during their duty travel to the target regions, as needed;
- Any other related service, as required.

Required Qualifications and Experience

Education and Experience

Secondary school with at least four years of relevant working experience or university degree with at least two years of relevant working experience.

At least two years of experience in similar positions in the framework of migration related projects.

Previous experience with International Organizations and/or law-enforcement authorities would be an asset.

Languages

Thorough knowledge of spoken and written English and Italian.

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.

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 : SVN 2018 08 (E) Project Assistant (Tech. Cooperation)**.

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 31.01.2018 to 14.02.2018