



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 (TandEM)**  
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 February 2018**  
Reference number : **VN 2018 – 12 (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 TandEM Project Manager, the incumbent will be responsible for supporting the implementation of activities of the AMIF action “TandEM: Towards Empowered Migrant Youth in Southern Europe”. The project has the objective of fostering the engagement of young third-country nationals and their Southern European peers in shaping inclusive societies in Croatia, Cyprus, Greece, Italy, Malta and Spain, by empowering them as subjects of migration narratives.

### ***Core Functions / Responsibilities:***

1. Provide assistance in the implementation of project activities, to be developed in coordination with project partners in Italy, Croatia, Cyprus, Greece, Malta and Spain.
2. Provide support in the exchanges with the implementing partners in Italy, Croatia, Cyprus, Greece, Malta and Spain.
3. Contribute to the organization of university mentoring programs and trainings and sensitization sessions targeting students in Italy and Spain.
4. Provide support to the organization of activities aimed at promoting interreligious dialogue involving students in targeted countries.
5. Assist with the design, set-up and promotion of a regional social media campaign targeting youth in program countries.
6. Contribute to the collection of information communication materials necessary for the implementation of the regional social media campaign.
7. Provide support in the exchanges and coordination with beneficiaries in the framework of the organization of regional social media contests.

8. Provide assistance drafting reports, documents, and the fulfilment of all project administrative procedures and requirements.
9. Assist in promoting TandEM in Italy and participate in workshops and meetings as required.
10. Perform other duties as may be required and assigned by the program manager.

## ***Required Qualifications and Experiences:***

### **Education**

Secondary school with four years of experience on projects related to the following sectors: youth empowerment, migration, migrants' integration and/or human rights, 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 is an advantage.

### **Experience**

Experience in writing official reports and project documents in both Italian and English; Proven experience in organizing trainings or events for international organizations, NGOs or the private sector.

Previous experience with the United Nations is an advantage.

### ***Languages:***

Fluency in written and spoken English and Italian is essential. Ability to speak 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](mailto:HRIOMROME@iom.int) via e-mail **specifying as subject : VN 2018 12 (E) Project Assistant (TandEM)**.

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 14.02.2018 to 28.02.2018