



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 (RES)
(two positions)**
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 – 13 (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 of Mission in Italy and Malta and the direct supervision of the Project Manager, the incumbent will perform duties as project assistant within the project “Providing refugee resettlement assistance to the Government of Italy. Resettlement: a durable solution for people in need of protection - RES”, co-funded by the Special Cases of the AMIF 2014 -2020 and by the Italian Ministry of Interior.

Core Functions / Responsibilities:

- Assist the Project Manager in maintaining the contacts – through email and telephone - with both the project's partners in Italy and the IOM Missions in the countries of residence of resettlement beneficiaries.
- Participate in the Training of Trainers (ToT) session to be held in Rome with the participation of Pre-Departure Orientation (PDO) trainers from the IOM Missions in the countries of residence of resettlement beneficiaries.
- Organise, in cooperation with the other project assistant, the logistics for the ToT session to be held in Rome, including procuring the hotel accommodation, meals and stationery needed for participants.
- Assist, together with the other project assistant, the project manager in revising in English the PDO training material (“ITACO Plus”), both the student and trainer handbooks.
- Coordinate the procurement activities needed for the implementation of project's activities.
- Ensure proper collection of information and timely intake in a dedicated database of all

Pre-departure activities taking place in IOM Missions in the countries of residence of resettlement beneficiaries..

- Support the Project Manager in revising the evaluation questionnaire to perform the review of the impact of PDO sessions on project's beneficiaries once resettled in Italy.
- Help the Project Manager submitting the evaluation questionnaires throughout Italy – in those identified SPRAR projects hosting project's beneficiaries - and drawing conclusions from their analysis.
- Support the Project Manager in coordinating with the Operations department in the IOM Missions in the countries of residence of resettlement beneficiaries and with the dedicated Operations staff in IOM Rome all operations related to the internal and international transportation of the project's beneficiaries and relevant escorts, including by filing all relevant documentation.
- Assist the Project Manager – in coordination with the Administration and Finance Unit - in collecting required supporting documentation for compiling the financial reporting of the expenses incurred in the project both by IOM Rome and by the involved IOM Missions and partners.
- Perform such other duties as may be assigned.

Required Qualifications and Experiences:

Education

High school diploma or equivalent and at least four years of experience; university degree in social sciences with at least two years of experience would be an advantage.

Experience

Proven experience in EU funded projects and in dealing directly with vulnerable groups is required.

Languages:

Fluency in both Italian and English is required. Knowledge of Spanish/Arabic/French is an asset.

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 13 (E) Project Assistant (RES)**.

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