



## VACANCY NOTICE (VN)

### Open to Internal and External Candidates

Position Title : **Project Assistant (Knowledge Management and Research)**  
Duty Station : **Rome, Italy**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **Fixed term, one year**  
Estimated Start Date : **As soon as possible**

Closing Date : **October 26, 2022**  
Reference code : **VN 2022 25**

*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 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, Chief of Mission in Italy and Malta, Representative to the Holy See and the direct supervision of the Project Development Officer for the Mediterranean, the incumbent will act as Knowledge Management and Research Assistant and be responsible for supporting knowledge management and knowledge production, and research activities in IOM Italy.

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

1. Provide support on relevant research, data collection and analysis initiatives involving IOM Italy.
2. Assist in monitoring and responding to external partners requests on research and data for initiatives relevant for IOM Coordination Office for the Mediterranean, including the UN inter-agency products on migrants, refugees and IDPs in the Mediterranean.
3. Provide technical support in the implementation of projects and activities with research, data collection and knowledge production components.
4. Provide general support in developing and implementing research and data collection methodologies.
5. Conduct research for, and draft sections of articles, policy briefs and reports.
6. Participate in research, data and knowledge management initiatives at the national, regional and HQ level.

7. Support improved organizational learning, knowledge management, research and data collection, reporting, and innovation and best practices sharing.
8. Support communication efforts including drafting of public information materials in close coordination with and under the guidance of the Communications Coordinator.
9. Support outreach and collaboration with researchers, academics, policymakers, practitioners and other interested parties working on migration issues in the Mediterranean.
10. Assist in the identification of new programme/project possibilities, with a focus on research and knowledge production, consistent with expressed Government needs and IOM's mandate and strategy in the region.
11. Contribute to compiling, storing, use and processing of data collected in line with IOM Data Protection Principles.
12. In coordination with relevant colleagues in IOM Italy, DTM teams and relevant IOM offices (countries of departure or transit monitor, collect process, consolidate and record statistical data on monthly arrivals to Europe, broken down per nationality, age and gender (as available); contribute to the elaboration and review of reports such as the DTM Quarterly Mediterranean Flows Compilation Reports.
13. Analyse data and inform in a timely manner the DTM Team and other relevant offices on observed trends in arrivals of migrants in Italy.
14. Contribute to analytical products prepared by IOM in general.
15. Support coordination, communication and synergies of DTM activities and products on migration trends and developments in the Central Mediterranean with research/data activities of IOM Coordination Office for the Mediterranean and support the dissemination of results and products to interested parties internally to IOM and externally.
16. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience:***

#### **Education**

University's degree or higher in Migration Studies, Geography, Demography, Development Studies, Economics, Political/Social Sciences, International Relations or a related field from an accredited academic institution, with at least three years of relevant professional experience in conducting migration-related quantitative/qualitative research.

#### **Experience**

- Experience in writing and editing migration-related reports, articles, policy papers, and other documents (in English and Italian; publications in peer reviewed journals desirable).
- Demonstrated experience in the design and implementation of quantitative / qualitative data collection tools, sampling methods, and in manipulating and analysing large data sets.
- Experience in conducting information and data retrieval searches using a wide variety of sources including academic / bibliographic databases as well as national, regional and international databases / data repositories / portals (e.g. from national statistical offices, UN agencies, Eurostat, OECD, IDCM, etc.).

## Skills

- In depth knowledge of major migration dynamics/context in the Mediterranean. the broad range of migration related subject areas dealt with by the Organization; and,
- Strong analytical skills and experience in producing analysis and analytical papers.
- Advanced computer literacy: proficiency in using Microsoft Office (e.g. Word, PowerPoint, excellent use of Excel) and Office 365; and experience in the use of statistical and qualitative analysis software (e.g. Stata, SPSS, R, NVivo, Atlas), and online/offline data collection and data visualization tools.
- Ability to work independently, as well as effectively and harmoniously as part of a team of colleagues of diverse cultural and professional backgrounds.
- Ability to manage time and resources efficiently to meet goals and timelines and produce quality results and products.

## Languages

- Fluency in (oral and written) English and Italian is essential.
- Proficiency in French and Spanish is considered an advantage.

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

### Values

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

IOM's competency framework can be found at this [link](#).  
Competencies will be assessed during a competency-based interview.

**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, and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Italy will be eligible for consideration.

**How to apply:**

Interested candidates are invited to submit their applications on [IOM Personal History Form](#) via e-mail at [applicationsiomitaly@iom.int](mailto:applicationsiomitaly@iom.int).

The reference code **VN 2022 25 Project Assistant (Knowledge Management and Research)** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

*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 12.10.2022 to 26.10.2022.