



VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Rome, Italy**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **March 15, 2024**
Reference code : **VN 2024 08**

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, Coordinating Office for the Mediterranean and Chief of Mission for Italy and Malta, the technical advice of the Integration Specialist and the direct supervision of the Labour Exploitation Expert and Project Manager, the incumbent will be responsible of providing administrative support for the implementation of the activities foreseen in the framework of the projects managed by the Integration and Technical Cooperation Unit.

Core Functions / Responsibilities:

- Support the implementation and administrative procedures (procurement, payment, reimbursement, travel) related to the overall management of the Integration and Technical Cooperation Unit projects' activities undertaken by IOM personnel located in the field in Italy;
- Assist in drafting narrative interim and final reports as requested by the donor for Project Manager's revision and approval;
- Organize and participate to projects monitoring visits in the field in Italy;



- Participate/contribute to the organization of meetings, forum, internal and external communication activities;
- Assist in the preparation of the rotational plan for cultural mediators involved in the field in Italy;
- Provide support for the logistical aspects related to projects implementation (cars rental, guest houses, travels plans) for IOM cultural mediators in the field in Italy;
- Support in the recording of administrative and procedural files/project documents related to the project activities;
- Any other related services, as requested.

Required Qualifications and Experience:

Education

- High School Diploma with four years of experience; or
- Bachelor degree in Economics, Political Science or related field with 2 years of experience.

Experience

- Experience in providing reporting and administrative support to project management;
- Previous experience with international organizations, NGOs and/or EU Agencies would be an asset;
- Experience in the field of migrants' integration or labour exploitation prevention would be an asset.

Skills

- Knowledge of IOM administrative and financial rules and regulations.

Languages

- Fluency in Italian and English is required (oral and written).

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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators *level 1*

- 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 to applicationsiomitaly@iom.int by 15 March 2024 at 23:59 (CET - Rome time), including the following documents:

- a) CV or PHF
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

The above three documents are mandatory and incomplete applications will be disqualified.

The reference code **VN 2024 08 Project Assistant_SURNAME Name** 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 01.03.2024 to 15.03.2024.



**Questionnaire on Mandatory Requirements for Local Recruitment in Rome, Italy
VN 2024 08 Project Assistant, Coordination Office for the Mediterranean
Liaison Mission for Italy, Malta and the Holy See**

Education

Tick as appropriate depending on what you have:

High School Diploma with four years of experience; yes no
or
Bachelor degree in Economics, Political Science or related field with
2 years of experience. yes no

Language

Italian (fluency, oral and written); yes no
English (fluency, oral and written). yes no

Experience and skills

Experience in providing reporting and administrative support to
project management; yes no
Knowledge of IOM administrative and financial rules and regulations; yes no
Previous experience with international organizations, NGOs and/or
EU Agencies would be an asset; yes no
Experience in the field of migrants' integration or labour exploitation
prevention would be an asset. yes no

Other

Are you currently holding a valid residency in Italy? yes no
or
Are you currently holding a valid permit of stay in Italy for work reasons? yes no

I declare that the information entered within this mandatory questionnaire is true. By signing this questionnaire, I am aware that in case of false declaration my application will be disqualified.

Date:

Name:

Signature: