



VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Project Assistant, 3 positions**
Duty Station : **Rome, Italy**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **December 01, 2023**
Closing Date : **November 06, 2023**
Reference code : **VN 2023 39**

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 and Chief of Mission in Italy and Malta and the direct supervision of the Programme Manager – Immigration and Border Governance (IBG), the incumbent shall be responsible for supporting the Programme Manager and the Area Coordinators in all activities related to the implementation of the MED.E.A. project.

Core Functions / Responsibilities:

- Assist in the implementation and monitoring of project activities;
- Retrieve, compile, summarize, and present information/data on specific project topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information;
- Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc;



- Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor;
- Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation;
- Assist to organize meetings, workshops and training sessions;
- Respond to general information requests and inquiries; set up and maintain files/records;
- Perform other related duties as assigned.

Required Qualifications and Experience:

Education

- High School Diploma with 4 years of relevant professional experience;
- Or
- Bachelor's Degree or equivalent from an accredited academic institution with 2 years of relevant working experience.

Experience

- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;
- Previous experience with the IOM Italy Immigration and Border Governance team is a distinctive advantage;
- Previous experience with international organizations, EU Agencies and/or Italian Border Police is an advantage.

Skills

- Knowledge of the migration trends in Italy and procedures related to the asylum application;
- Knowledge of the work of the Italian Immigration Office, in particular the International Protection Section (IV section);
- Good writing and reporting skills.

Languages

- Fluency in English and Italian is required (oral and written);
- Any other languages/dialects relevant to the project will be taken into account.

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 06 November 2023 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 reference code **VN 2023 39 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 23.10.2023 to 06.11.2023.



Questionnaire on Mandatory Requirements for Local Recruitment in Rome, Italy

VN 2023 39 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 degree with 4 years of relevant professional experience; or yes no

Bachelor's Degree or equivalent from an accredited academic institution with 2 years of relevant working experience. yes no

Language

Italian (fluency, oral and written); yes no

English (fluency, oral and written). yes no

Experience and skills

Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; yes no

Knowledge of the migration trends in Italy and procedures related to the asylum application; yes no

Knowledge of the work of the Italian Immigration Office, in particular the International Protection Section (IV section); yes no

Good writing and reporting skills. yes no

Other

Are you currently holding a valid residence and work permit for Italy? yes no
(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)

Date:

Name:

Signature: