



## VACANCY NOTICE (VN) Open to Internal and External Candidates

Position Title : **Project Assistant (Focal Point Diaspora Engagement and Migration Mainstreaming)**  
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 : **January 16,2022**  
Reference code : **VN 2021 43**

*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:**

The Migration and Development (M&D) Unit of the Coordination Office for the Mediterranean of the International Organization for Migration (IOM) carries out several initiatives to strengthen and facilitate the direct involvement of diasporas associations in transnational development processes, namely through the A.MI.CO. Programme.

The aim is to enhance associations' role in the social, economic and cultural growth of the countries they connect, in line with the 2030 Agenda and the Italian law on development cooperation (law 125/2014) where migrants associations are explicitly mentioned as actors of international cooperation.

Moreover, since 2018 a specific initiative targeting Mediterranean municipalities is carried out with the aim to promote transnational collaboration for the enhancement of migration as a development tool and for the achievement of the Sustainable Development Goals (SDGs). The project aims at i) improving municipalities' capacity to design and manage policies taking into consideration the migration component; and ii) integrating migration into municipalities' policy planning processes and/or development plans.

In this framework, under the overall supervision of the Senior Programme Support and Liaison and direct supervision of the Programme Assistant, the successful candidate will support the implementation of project activities related to the Italian Voluntary Contribution in

the area of Migration and Development (M&D). In particular, he/she will act as a focal point for the projects related to diaspora engagement and mainstreaming migration.

***Core Functions / Responsibilities:***

- Organize outreach activities, trainings and workshops targeting diaspora associations in Italy;
- Launch and disseminate call for projects proposals targeting diasporas associations;
- Perform monitoring and provide technical assistance addressing diasporas associations funded in the framework of the A.MI.CO. programme;
- Review financial and narrative reports submitted by diasporas associations funded in the framework of the A.MI.CO. programme;
- Provide assistance in coordinating the organizational development work of consultants;
- Provide support in the day-today implementation of the Local Authorities initiative for mainstreaming migration into local development plans;
- Support the elaboration and dissemination of visibility materials and publications;
- Provide support in the elaboration of interim and final reports including the precise and timely collection of data and information;
- Liaise with the MEARL and Innovation Project Focal Point for the implementation of all Monitoring tools and procedures;
- Provide general assistance for the fulfilment of administrative procedures in line with IOM rules, regulations and standards;
- Perform such other duties as may be assigned;
- Travel on duty as may be required.

***Required Qualifications and Experience:***

**Education**

- University degree from an accredited academic institution in:  
Political Sciences, Development Sciences, Social Sciences, International Cooperation or any other discipline related disciplines.

**Experience**

- At least 2 years of experience at national or international level in the field of migration, with a focus on development cooperation, organizational development or capacity building.
- At least 2 years of experience in working on development cooperation projects.
- Experience in working on capacity building activities with civil society organizations.
- Experience in organizing and facilitating trainings, events or workshops.
- Experience in the field of diaspora engagement, and/or with diasporas associations in Italy.
- Experience in coordinating networks, liaising with governmental authorities as well as international institutions and NGOs.
- Experience in writing reports in English.

- Experience in working on development cooperation projects in the field will be considered an advantage.
- Previous experience with IOM will be considered an advantage.
- Experience in project proposals review and evaluation will be considered an advantage.

### **Skills**

- Good knowledge of UN, IOM and NGOs mandates and programmes related to Migration and Development.
- Deep knowledge of the Project Cycle Management (PCM) approach.
- Knowledge of IOM financial rules and regulations will be considered an advantage.
- Digital skill in organizing virtual meetings and trainings by using of online platforms.
- Intercultural skills.

### **Languages**

- Fluency in Italian, English, French
- Working knowledge of Spanish or Arabic or Portuguese would be considered an asset.

### ***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.

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 2021 43 Project Assistant** 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 22.12.2021 to 16.01.2022.