



International Organization for Migration (IOM)

The UN Migration Agency

Vacancy Notice

VN-CV10-2023-01

Open to Internal and External Candidates

Position Title : **Senior Project Assistant**
Duty Station : **Praia, Cabo Verde**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **June 23, 2023**

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 direct supervision of the Head of Office of IOM Praia, the Senior Project Assistant will be responsible and accountable for the administration, management and monitoring of the activities related to the project's development, implementation and reporting at IOM Praia.

Core Functions / Responsibilities:

1. In coordination with the Head of Office, assist in the implementation of the project activities, monitor implementation of the activities to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and submit plans to best reflect changing environment on the field.
2. Research, compile, analyse and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues for the consideration of appropriate parties.
3. Ensure proper monitoring of the budget expenditures; verify availability of funds and maintain a proper record of approved project budgets and their revisions and submit regular reports to the supervisor

4. Ensure coordination and monitoring of the financial, administrative and technical aspects of the project in line with IOM policies and donor requirements.
5. In coordination with the supervisor, plan, and conduct capacity building workshops for relevant internal and external parties.
6. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
7. Draft correspondence on project issues, briefing notes, presentations, narrative and financial reports; ensure status reports are prepared and submitted in a timely manner.
8. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects.
9. Provide guidance and training to any junior staff in the unit; may directly supervise junior staff if assigned.
10. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- School diploma with six years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law, Project Development and Management or related fields from an accredited academic institution with four years of relevant professional experience.

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Languages

Fluency in **English** and **Portuguese** is required.

Required 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 – 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.

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via e-mail to iomcapeverde@iom.int referring to this advertisement in the subject: "VN-CV10-2023-01: Application for Senior Project Assistant Vacancy – **Name of the Candidate**". Application must contain a **CV** and a **cover letter** addressed to the Head of Office of IOM Cabo Verde in a unique file.

Only shortlisted candidates will be contacted.

Posting period:

From 09.06.2023 to 23.06.2023