



Position Title : **Project Assistant**
Duty Station : **Canberra, Australia**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **ASAP**
Closing Date : **08 September 2024**

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:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM activities that cut across these areas include the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

Under the overall supervision of the Head of Programmes, and direct supervision of the National Project Officer, the successful candidate will be responsible and accountable for supporting the implementation of IOM-Australia regular pathways initiatives, with focus on labour mobility. The incumbent will work in close coordination with country offices in the Asia Pacific region, Regional Office in Thailand, and IOM Headquarters in Switzerland as well as liaison with donors, government partners, UN entities, NGOs, national and regional organizations in the successful implementation of programs and initiatives.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, analyse, and present information/data on specific project topics.

3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
10. Provides guidance/training to new/junior staff.
11. Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
12. Perform other related duties as assigned.

Required Qualifications and Experience

Education

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

Experience

- Experience assisting in projects including implementation, budget planning and monitoring;
- Experience in liaising with governmental authorities, regional organizations, 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;
- Previous working experience in the region is an advantage;
- Strong knowledge of and commitment to gender equality and human rights.

Skills

- Knowledge and understanding of labour migration issues and key players in the Pacific region;
- Excellent writing and communication skills;
- Team-oriented, but with capacity to work independently and with minimal supervision;
- Personal commitment, efficiency, and flexibility;
- Understanding of IOM policies, procedures and institutional tools will be considered an advantage.

Languages

Fluency in English 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.
- 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.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Selection Panel will remain eligible to be appointed in a similar position for a period of 24 months.

Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and background verification.

Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

Vacancies close at 23:59 local time Canberra, Australia on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via email to HRCanberra@iom.int by 08 September 2024 at the latest.

Kindly indicate the reference code VN/AU/007/2024 followed by your full name in the subject line.

Applications should include:

- a) CV
- b) Cover letter
- c) IOM Personal History form which can be downloaded from this link <https://australia.iom.int/careers>

In order for the applications to be considered valid, IOM only accepts the full application documents indicated above to be duly completed and emailed to HRCanberra@IOM.INT.

Only shortlisted candidates will be contacted.

Posting period:

From 23.08.2024 to 08.09.2024