



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
IOM Internationale Organisatie voor Migratie

SPECIAL VACANCY NOTICE 2012/05

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Duty Station: IOM Ljubljana, Slovenia
Position Title: Project Assistant
Type of Appointment: Special Short Term, 6-months with a possibility of extension
Working hours: 50%
Classification: Non-graded
Estimated Starting Date: as soon as possible
Reference Code: SVN 2012/05

General functions

Under the general supervision of the non-resident Chief of Mission of IOM Ljubljana and in close cooperation with the IOM Regional Office in Brussels, the Project Assistant will:

1. Participate in the implementation of national and regional project as assigned and in particular in the implementation of Assisted Voluntary Return and Reintegration activities of the mission. Inform the project manager(s) of any foreseen difficulties concerning the implementation of the project, take appropriate action in order to ensure successful project implementation.
2. Coordinate Assisted Voluntary Returns to find the most appropriate travel schedules, air fares, transit points in line with the IOM MMS directives. Prepare documentation of IOM movements and record entries in related database facilities (MIMOSA, iGator); acquire travel documents as need be.
3. Assist in identifying new funding and programming possibilities for the mission, as well as in project design and development. Seek further ways of cooperation with the Government of Slovenia in general as appropriate.
4. Represent IOM at meetings, conferences and other migration-related events as required.
5. Prepare country specific reports, presentations, regular updates of country fact sheet as requested.
6. Assist in the preparation of periodic reports on project activities and budget expenditures in line with reporting requirements of the particular donor, including appropriate filing and preparation of supporting documentation.
7. Keep frequent contacts with suppliers, implementing partners and local donors as required.
8. Send the accounting documentation of the mission to the Admin and Finance functions for processing. Assist in the preparation of local VAT refund claims.
9. Responsible for insurance of IOM property – renewals – claims – adjustments, as well as for reporting annually on all insurance coverage of the Mission to IOM HQ.
10. Prepare the asset inventory of the mission.
11. Perform any other duties as assigned.

Desirable Qualifications:

Education and Experience: a) Completion of secondary school. Post-secondary degree in Social Sciences, Economics, Law or alternatively, an equivalent combination of relevant training and experience. Bachelor Degree in a related field is an advantage b) Several years of operational experience in refugee and migration related issues. c) Knowledge of EC financial rules and procedures is an asset .

Competencies: d) Ability to draft clearly and concisely e) Excellent written and oral communication skills f) Proven capacity to handle and prioritize work in an efficient and timely manner g) Good skills for understanding financial data linked to operational activities h) A high level of computer literacy i) Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages: l) Very good command of English and Slovenian.

Note:

IOM encourages applications from qualified female applicants. Position is subject to local recruitment.

Method of Application:

All applications should be addressed to IOMBrusselsApplications@iom.int quoting the above vacancy notice number.

Closing date: 20 February 2012