



IOM International Organization for Migration

Vacancy Notice 2019-01

Open to Internal and External Candidates

Position Title : **Project Assistant (PROTECT project – Preventing SGBV against migrants and strengthening support to victims)**
Duty Station : **IOM Budapest**
Classification : **General Service Staff, G4**
Type of Appointment : **Special Short Term, 10 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **18 January 2018**

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 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 Project Manager and the overall supervision of the Head of Office, the Project Assistant will be responsible for assisting in the project implementation in order to achieve the desired results.

Core Functions / Responsibilities:

- Assist in the development of national guidelines on sexual and gender-based violence.
- Assist in the development of capacity-building training tools in cooperation with other IOM missions and project partners and adapt the tools and curriculum to national context.
- Assist in carrying out capacity-building and train the trainer trainings together with the project team in Hungary.
- Assist in the development of a regional information campaign strategy and information materials.
- Assist in conducting information sessions on the prevention of sexual and gender-based violence together with the project team in Hungary.
- Ensure the provision of care to all refugees and migrants in line with IOM standards.
- Ensure the confidentiality of personal information of the migrants and refugees.

- Undertake other duties as assigned.

Required Qualifications and Experience

Education and experience

- Completed university degree from an accredited academic institution, preferably in Social Science, Psychology with 3 years of relevant professional experience or
- Completed High School degree from an accredited academic institution with 5 years of relevant professional experience;
- Experience with vulnerable migrants / victims of sexual and gender based violence / victims of trauma / victims of exploitation;
- Experience with EU funded multinational project is an advantage;
- Excellent writing skills;
- Experience in developing guidelines / standard operating procedures;
- Excellent working knowledge of Microsoft Office applications, including Word, Excel, and PowerPoint.

Language

- Fluent English and Hungarian is required.

Required Competencies

Behavioural

- Accountability: Accepts and gives constructive criticism, Follows all relevant procedures, processes, and policies, Meets deadline, cost, and quality requirements for outputs, Monitors own work to correct errors, Takes responsibility for meeting commitments and for any shortcomings
- Client Orientation: Identifies the immediate and peripheral clients of own work, Establishes and maintains effective working relationships with clients, Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries, Keeps clients informed of developments and setbacks.
- Continuous learning: Contributes to colleagues' learning, Demonstrates interest in improving relevant skills, Demonstrates interest in acquiring skills relevant to other functional areas, Keeps abreast of developments in own professional area
- Communication: Actively shares relevant information, Clearly communicates, and listens to feedback on, changing priorities and procedures, Writes clearly and effectively, adjusting wording to the intended audience, Listens effectively and communicates clearly, adapting delivery to the audience
- Creativity and Initiative: Actively seeks new ways of improving programmes or services, Expands responsibilities while maintaining existing ones, Persuades others to consider new ideas, Proactively develops new ways to resolve problems

- Leadership and Negotiation: Convince others to share resources, Actively identifies opportunities for and promotes organizational change, Presents goals as shared interests, Articulates vision to motivate colleagues and follows through with commitments
- Performance Management: Provides constructive feedback to colleagues, Identifies ways for their staff to develop their abilities and careers, Provides fair, accurate, timely and constructive staff evaluations, Uses staff evaluations appropriately in recruitment and other relevant HR procedures, Holds directly reporting managers accountable for providing fair, accurate, timely and constructive staff evaluations
- Planning and Organizing: Sets clear and achievable goals consistent with agreed priorities for self and others, Identifies priority activities and assignments for self and others, Organizes and documents work to allow for planned and unplanned handovers, Identifies risks and makes contingency plans, Adjusts priorities and plans to achieve goals, Allocates appropriate times and resources for own work and that of team members
- Professionalism: Masters subject matter related to responsibilities, Identifies issues, opportunities, and risks central to responsibilities, Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation, Persistent, calm, and polite in the face of challenges and stress, Treats all colleagues with respect and dignity, Works effectively with people from different cultures by adapting to relevant cultural contexts, Knowledgeable about and promotes IOM core mandate and migration solutions
- Teamwork: Actively contributes to an effective, collegial, and agreeable team environment, Contributes to, and follows team objectives, Gives credit where credit is due, Seeks input and feedback from others, Delegates tasks and responsibilities as appropriate, Actively supports and implements final group decisions, Takes joint responsibility for team's work
- Technological Awareness: Learns about developments in available technology, Proactively identifies and advocates for cost-efficient technology solutions, Understands applicability and limitation of technology and seeks to apply it to appropriate work
- Resource Mobilization: Establishes realistic resource requirements to meet IOM needs

Technical

- Effectively applies knowledge of health issues in execution of responsibilities at appropriate level
- Maintains confidentiality and discretion in appropriate areas of work
- Effectively coordinates actions with other implementing partners
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives
- Drivers' license is required

Other

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:

All applications consisting of the CV and a motivation letter should be addressed to iombudapest@iom.int quoting the above vacancy notice number. Closing date: **18 January 2019**

Only shortlisted candidates will be contacted.

Posting period:

From 03 January 2019 to 18 January 2019.