



IOM International Organization for Migration

Vacancy Notice 2018-01

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 : **OYFT**
Estimated Start Date : **As soon as possible (subject to the activation of the project)**

Closing Date : **25 September 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:

1. Assist in the implementation of the project by collecting and disseminating necessary information related to the organization and project implementation activities.
2. Support the work of the Project Manager in monitoring the stages of project implementation activities according to plan.
3. Assist with organizing the kick-off meeting in Budapest and national stakeholder meetings throughout the project.
4. Assist with organizing and holding capacity-building trainings and information sessions on SGBV with the support of SGBV expert
5. Draft quarterly and final reports, complying with the reporting requirements of the project
6. Assist in developing guideline on SGBV, with the guidance of the SGBV expert.
7. Assist in developing training tools on SGBV, with the guidance of the SGBV expert
8. Support the administration of the project, keep records of all information related to project for documentation/clarification.

9. Facilitate the liaison within the project team via phone, e-mail and in person.
10. Participate in official meetings and travelling according to the project's requirements.
11. Assist the project team with the procurement processes for the implementation of the project activities.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Political or Social Sciences, Communications, Media Studies and/or International Relations or a related field with minimum two years of relevant professional experience.
Or
- Completed High School degree from an accredited academic institution, with minimum four years of relevant professional experience.

Experience

- Familiarity with migration issues in Europe and Hungary is required
- Good knowledge of information technology and proficiency in Microsoft Office applications (ex. Word, Excel, PowerPoint, Publisher) is required.
- Experience with EU-funded, multi-national, multi-partner projects is required.
- Experience with project implementation and/or development is desirable.
- Experience in working with an international, multi-cultural work environment is an advantage.

Skills

- Working knowledge of English and Hungarian is required.
- Excellent writing skills are required.
- Familiarity with project development tools is an advantage.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services

- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - Proven capacity to handle and prioritize work in an efficient and timely manner and under pressure;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; able to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - Good level of computer literacy skills are required (Microsoft packages)
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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:

All applications consisting of the CV and a motivation letter should be addressed to iombudapesthr@iom.int quoting the above vacancy notice number. Closing date: **25 September 2018.**

Only shortlisted candidates will be contacted.

Posting period:

From 20 September 2018 to 25 September 2018.