



IOM International Organization for Migration

Vacancy Notice 2017-03

Open to Internal and External Candidates

Position Title : **Project Clerk (Information Management and Project Development)**
Duty Station : **IOM Budapest**
Classification : **General Service Staff, G3**
Type of Appointment : **SST contract, Six-month with a possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **29 May, 2017**

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 Head of Office and close coordination with the Senior Project Assistant, the Project Clerk will be responsible for assisting in the project implementation and development in order to achieve the desired results.

Core Functions / Responsibilities:

1. Provide general assistance with the implementation of projects by collecting and disseminating necessary information related to the organization and project implementation activities.
2. Keep Senior Project Assistant informed of all stages of project implementation.
3. Provide clerical assistance with the drafting of periodical, mid-term and final reports, complying with the reporting requirements of the project.
4. Draft the information materials for IOM website, Facebook and brochures/handouts issued by IOM and maintains the assigned sections of IOM Budapest's website.

5. Provide assistance with monitoring media outlets and relevant policy developments.
6. Prepare drafts of materials and documents for PR and media appearances and for presentations of senior staff.
7. Liaise with partner organizations, the media, beneficiaries and subcontractors via phone, e-mail and in person.
8. Assist with research activities.
9. Assist preparing applications for funding
10. Provide clerical assistance with procurement processes for the implementation of the project activities.
11. Contribute to disseminating project outputs.
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 one year of relevant professional experience.
- Or
- Completed High School degree from an accredited academic institution, with minimum three 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.
- Practical knowledge of website and social media content management is required.
- Experience with information management for policy purposes is desirable.
- Experience with project implementation and/or development is desirable.
- Experience in working with an international organization is an advantage.

Skills

- Working knowledge of English and Hungarian is required.
- Any other language would be considered as advantageous.
- 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 iombudapest@iom.int quoting the above vacancy notice number. Closing date: **29 May 2017.**

Only shortlisted candidates will be contacted.

Posting period:

From 18.05.2017 to 29.05.2017.