



International Organization for Migration (IOM)
The UN Migration Agency

Special Vacancy Notice 2021-14

Open to Internal and External Candidates

Functional Title : **Junior Project Assistant (Resettlement)**

Duty Station : **CO Brussels, Belgium**

Classification : **General Service Staff, Grade G3**

Type of Appointment : **Special Short Term until 31/12/2021, with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **7 May 2021**

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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Operations Officer, the incumbent will assist in the implementation of the project "Facilitating Refugee Resettlement to Belgium". IOM Brussels organizes, in partnership with Fedasil as well as other governmental entities, the pre-departure activities for the transfer of resettled refugees from their locations of current residence to Belgium.

Core Functions / Responsibilities:

- Assist the Project Manager in the implementation of the Resettlement project. This includes, supporting the Resettlement Coordinator with the daily technical and administrative tasks of the project.

- Assist in the coordination between the Fedasil and the Office Of the Commissioner General for Refugees and Stateless Persons operations team and the IOM missions in the countries of origin for logistical preparations of the selection missions, visa processing, PDO trainings, health assessments and travel of the beneficiaries;
- Assist in drafting meeting reports and minutes, website and social media articles, on IOM's resettlement activities;
- Assist in undertaking beneficiary surveys linked to IOM's resettlement activities;
- Assist in collecting all necessary data for the preparation of statistics and reports;
- Assist in undertaking research and analyses related to resettlement and other complementary pathways projects and initiatives;
- Assist migrants arriving at Brussels airport: welcome them at the gate, assist with border control, luggage collection and customs, including providing lunch packages and snacks;
- Accompany migrants from Brussels airport to their final destination in Belgium whenever necessary;
- Any other tasks as may be required

Required Qualifications and Experience:

Education

- Completed Bachelor's degree in in Business/Office Administration from an accredited academic institution, **with one year** of relevant professional experience in refugee and migration related issues

OR

- High school degree, **with three years** of relevant professional experience in refugee and migration related issues

Experience

- One year of relevant professional experience in refugee and migration related issues
- Valid driving license
- Good IT skills in relation to database management and MS Office
- Ability to work independently
- Availability to work flexible hours is required

Languages

Fluency in **English, French and Dutch** 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.

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.

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.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications, Personal History Form and Cover Letter to IOMBrusselsApplications@iom.int by 7 May 2021 midnight at the latest, referring to this advertisement.

Download the Personal History Form:

http://eea.iom.int/sites/default/files/documents/IOM_Personal_History_Form.xls

In order for an application to be considered valid, IOM only accepts applications duly completed.

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

Only shortlisted candidates will be contacted.

Posting period:

23 April – 7 May, 2021