



International Organization for Migration (IOM)
The UN Migration Agency

Special Vacancy Notice 2022-22

Open to Internal and External Candidates

Position Title : **Project Coordinator (Labour Mobility & Social Inclusion)**
Duty Station : **Country Office Brussels, Belgium**
Classification : **G-5**
Type of Appointment : **Special short-term contract, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **11 July 2022**

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 project manager and under the guidance of the Head of Unit for Labour Mobility and Social Inclusion (LMI) and under the overall supervision of the Chief of Mission in the Country Office for Belgium and Luxembourg, the incumbent will assist the LMI Head of Unit with the implementation of projects of the IOM Country Office. In addition to this, the incumbent will be expected support some activities related to the development of new projects in the LMI Team

Core Functions / Responsibilities:

I. ASSIST WITH THE IMPLEMENTATION OF PROJECTS

In particular, the incumbent will:

1. In close coordination with the Head of Unit, assist in coordinating the implementation and following-up on project activities. This includes following up on projects' work plans

- and deliverables, organizing steering committees, events, focus group discussions, etc.
2. Assist in supporting the project partners and stakeholders with the implementation of the project. Liaise with the partners and stakeholders and assist in the overall project monitoring so that sufficient information can be provided to the project donor;
 3. Coordinate with internal units at IOM (finance team, legal team, etc.) on the project budget, project contracts, administration, terms of reference, procurement, privacy, etc.
 4. Assist in drafting the final narrative and financial reports to be submitted to the donor;
 5. Any other tasks as may be required.

II. ASSIST WITH POLICY SUPPORT AND OUTREACH

1. Assist in identifying and suggest possible partnerships with the civil society (NGOs, diaspora associations, etc.) and other stakeholders (such as the Belgian government, universities and the private sector);
2. Draft conference presentations and speeches related to Labour Mobility and/or social inclusion for the Head of Unit or the Chief of Mission;
3. Prepare for, participate in and follow up on meetings/conferences in the field of LMI on behalf of the organization;
4. Assist the LMI team with the development of new projects and initiatives. This includes the drafting of concept notes and project proposals, identification of donor priorities and funding opportunities.
5. Any other tasks as may be required.

Required Qualifications and Experience

Education

- Bachelor's degree (or higher) in economics, social science, migration studies or related field from an accredited academic institution with three years of relevant professional experience.
- OR
- Completed High School degree with five years of relevant professional experience

Experience and skills

- Proven working experience in the area of project management and reporting, ideally at EU level;
- Proven experience with project monitoring and evaluation tools;
- A previous working experience in relation to labour migration and/or social inclusion is an advantage;
- Knowledge of the broad range of migration related areas is an advantage;
- Strong organizational and time-management skills;
- Strong communication and diplomatic skills, applied in a professional environment;
- Ability to work independently against tight deadlines;

Languages

Fluency in English and French is required. Knowledge of Dutch is desirable.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.

IOM's competency framework can be found at this [link](#).

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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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 – **Questionnaire on Mandatory Requirements, CV and Cover Letter** – to IOMBrusselsApplications@iom.int by 11 July 2022 23:59 at the latest, referring to this advertisement (SVN 2022-22).

In order for an application to be considered valid, IOM only accepts applications duly completed. **Only shortlisted candidates will be contacted.**

Posting period:

From 28.06.2022 to 11.07.2022

Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium
SVN 2022-22, Project Coordinator (Labour Mobility & Social Inclusion)

Education

Do you have:

- Bachelor's degree (or higher) in economics, social science, migration studies or related field from an accredited academic institution with three year of relevant professional experience.
OR
- Completed High School degree with five years of relevant professional experience?

yes no

Languages

Do you have:

- Fluency in English and French?

yes no

Professional Work Experience

Do you have:

- Proven working experience in the area of project management and reporting at EU level?

yes no

- Previous working experience in relation to labour migration and/or social inclusion is an advantage?

yes no

For non-EU citizens only

Are you currently holding a valid residence and work permit for Belgium?

yes no

Date:

Name:

Signature: