



International Organization for Migration (IOM)  
The UN Migration Agency

## Special Vacancy Notice 2022-23

### Open to Internal and External Candidates

Position Title : **Junior Project Assistant**  
Duty Station : **Country Office Brussels, Belgium**  
Classification : **G-3**  
Type of Appointment : **Special short-term contract until 31 December 2022 with possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **14 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 Chief of Mission of the Country Office for Belgium and Luxembourg, the selected candidate will assist the Chief of Mission with the implementation of projects of the IOM Country Office. The selected candidate will provide surge support to various projects being implemented or launched by the Country Office, providing support to project and mission management where needed. The broad scope of the assignment will enable the incumbent to gain insight into various thematic areas of IOM's portfolio, including migrant protection and assistance, labour mobility, social inclusion, diaspora engagement, and research, while supporting the success of the mission overall.

#### **Core Functions / Responsibilities:**

##### **I. ASSIST WITH THE IMPLEMENTATION OF PROJECTS**

In particular, the incumbent will:

1. In close coordination with the Chief of Mission, assist the Project Management Teams with the implementation and follow-up of project activities. This includes supporting the team with research tasks, administrative tasks and the (logistical) organization of meetings and events.
2. Assist with the drafting/ formatting of meeting reports and minutes; routine correspondence, type letters, reports and memoranda as well as IOM documents and forms related to IOM operational and administrative matters;
3. Assist the Project Management Teams with the development of new projects. This includes assistance with the drafting/ formatting of concept notes and project proposals.
4. Assist in drafting/ formatting public information documents, website articles, press releases and information dissemination on IOM activities towards public and private stakeholders.
5. Any other tasks as may be required.

## ***II- ASSIST WITH POLICY SUPPORT AND OUTREACH***

1. Assist in identifying possible partnerships with the private sector, civil society (NGOs, diaspora associations, etc.) and other stakeholders (such as the Belgian government and universities) in order to improve knowledge on migration initiatives and policies.
2. Assist with the drafting/ formatting of presentations for project teams and the Chief of Mission.
3. Prepare for, participate in and follow-up on meetings/conferences on behalf of the organization.
4. Any other tasks as may be required.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's degree (or higher) in economics, social science, migration studies, international relations or related field from an accredited academic institution with one year of relevant professional experience.

OR

- Completed High School degree with three years of relevant professional experience.

### **Experience and skills**

- Demonstrated first working experience or internship in the area of project management, reporting or monitoring and evaluation of projects;
- Demonstrated first working experience or internship in the migration/ diversity area;
- Strong organizational and time-management skills;

- Ability to work independently;
- Experience in liaison with non-governmental organizations, national, regional and international authorities and institutions is an advantage;
- We are looking for a dynamic, flexible and proactive colleague with good communication, writing and analytical skills and with a demonstrated commitment to migrant assistance and support. The selected candidate member should be able to quickly adapt to a new working environment and be a good team-player. The successful candidate should have a general knowledge IOM's role and its project work as well as good computer skills

## Languages

Fluency in English and French/ Dutch is required.

## 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](mailto:IOMBrusselsApplications@iom.int) by 14 July 2022 23:59 at the latest, referring to this advertisement (SVN 2022-23).

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

***Posting period:***

From 01.07.2022 to 14.07.2022

Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

SVN 2022-23, Junior Project Assistant

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**Education**

Do you have:

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

yes  no

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**Languages**

Do you have:

- Fluency in English?

yes  no

- Fluency in French or Dutch?

yes  no

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**Professional Work Experience**

Do you have:

- Demonstrated first working experience or internship in the area of project management, reporting or monitoring and evaluation of projects?

yes  no

- Demonstrated first working experience or internship in the migration/ diversity area?

yes  no

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**For non-EU citizens only**

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

yes  no

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Date:

Name:

Signature: