



SVN 2024-05

Open to Internal and External Candidates

Position Title : **Project Assistant (2 Positions)**
Duty Station : **Brussels, Belgium (Country Office)**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special Short Term, 9 months with possibility of extension**
Estimated Start Date : **1 April 2024**
Closing Date : **February 23, 2024**

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. 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 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 of the Country Office for Belgium and Luxembourg, the incumbent will assist with the implementation of LMI projects of the IOM Country Office. The LMI unit develops and implements projects in subject areas such as legal pathways, labour migration, integration, migration and development. LMI projects typically contain activities like bilateral exchanges with migrants, training of migrants and other beneficiaries, liaison with employers and other stakeholders, etc. In addition to this, the incumbent will be expected support some activities related to the development of new projects in the LMI unit.

Core Functions / Responsibilities

I. ASSIST WITH THE IMPLEMENTATION OF PROJECTS

In particular, the incumbent will:

1. In close coordination with the LMI Head of Unit, assist the Project Management Teams with the implementation and follow-up on project activities. This includes supporting the team with research tasks, administrative tasks, the (logistical) organization of meetings and

events, the development and delivery of trainings, the liaison with migrants and other stakeholders, etc.

2. Assist with the drafting/formatting of meeting reports and training modules; 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 and initiatives in the field of Labour Mobility and Social Inclusion. 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, social media posts, 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, trainings and speeches related to legal pathways/labour migration and migrant integration for the LMI Head of Unit or the Chief of Mission.
3. Prepare for, participate in and follow-up on relevant 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, business management, international relations, migration studies 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, and evaluation;
- Experience with the development and delivery of trainings is considered a plus;
- Experience in working with migrants at an individual level is considered a plus;

- Work experience in the private sector is considered a plus;
- A working experience or internship in the area of migrant integration or labour migration/legal pathways is considered a plus;
- Strong organizational and time-management skills;
- Strong team player, with strong interpersonal skills as well as communication and diplomatic skills, applied in a professional environment;
- Ability to work independently against tight deadlines.

Languages

Fluency in English, and Dutch/French is required (oral and written).

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.
- Courage: demonstrates willingness to take a stand on issues of importance.
- Empathy: shows compassion for others, makes people feel safe, respected and fairly treated.

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.

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 to iombrusselscoapplications@iom.int **by 23 February 2024 23:59** (CET - Brussels time), referring to this advertisement in the subject line (*SVN 2024-05 Project Assistant*) and including the following documents:

- a) CV
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

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

IOM reserves the right to contact shortlisted candidates only.

Posting period:

From 09.02.2024 to 23.02.2024



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

SVN 2024-05 Project Assistant G3, CO Belgium

Education and experience

Bachelor's degree (or higher) in economics, social science, migration studies or related field from an accredited academic institution

yes no

One year of relevant professional experience

Please note internship experience outside of IOM will not be counted towards the minimum years of required experience

yes no

Language

English (fluency)

yes no

French (fluency)

yes no

Dutch (fluency)

yes no

Professional Work Experience

First working experience or internship in the area of project management, reporting or monitoring and evaluation of projects

yes no

First working experience or internship in the area of migrant integration or labour migration

yes no

Other

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

yes no

Date:

Name:

Signature: