



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice 2022-21

Open to Internal and External Candidates

Position Title : **Junior Project Assistant**
Duty Station : **Country Office Brussels, Belgium**
Classification : **G-3**
Type of Appointment : **One year fixed term, with possibility of extension**

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

Closing Date : **06 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:

The IOM Country Office for Belgium and Luxembourg is developing and implementing projects in subject areas such as assisted voluntary return, resettlement, counter-trafficking, unaccompanied migrant children (UMC), and other vulnerable migrant groups in need of assistance. Under the direct supervision of the Project Coordinator and the Senior Operations Officer, the incumbent will assist them with the implementation of the project's activities of the IOM Country Office

Core Functions / Responsibilities:

In particular, the incumbent will:

1. Assist in providing general counselling to potential candidates in Belgium and Luxembourg on existing voluntary return projects and, when applicable, on available reintegration opportunities in the countries of origin of the candidates;
2. Assist IOM migrants with the check in at the airport of Luxembourg, at the border control, customs and security check and guide them to the boarding gate;

3. Pay reinstatement grants in the framework of the programme possibilities to migrants whenever necessary and as instructed;
4. Prepare and encode candidates' files in the appropriate database;
5. Assist in providing information to IOM partners network in Belgium and Luxembourg to promote the voluntary return;
6. Assist in compiling invoices for payment by the Administration & Finance Service;
7. Assist in coordinating the re-integration assistance with IOM Missions in countries of origin;
8. Contribute to the development of promotional/information materials on the return and reintegration activities to be disseminated amongst partners and potential beneficiaries;
9. Assist in delivering information sessions on assisted voluntary return to stakeholders likely to be in touch with potential candidates, including but not limited to, social services, reception centers, hospitals and governmental counterparts;
10. For the other projects such as Resettlement, Relocation, Family assessment of UMCs, overall assist in research, reporting, liaison with counterparts and operational and administrative support;
11. Provide general support to the Project Coordinator with regards to the development of new projects and activities in Belgium and Luxembourg and liaison with the national entities and relevant stakeholders;
12. Any other duties as may be required.

Required Qualifications and Experience

Education

- Bachelor's degree (or higher) in economics, social science, law, international relations or related field from an accredited academic institution with minimum 1 (one) year of relevant professional experience

OR

- High school degree with minimum 3 (three) years of relevant professional experience.

Experience and skills

- Working experience in the area of project management, implementation, reporting and monitoring and evaluation of projects is an advantage;
- Experience in migration projects/policies is an advantage;
- Experience in liaison with non-governmental organizations, national, regional and international authorities and institutions is an advantage;
- Previous knowledge in the field of migration is an advantage;
- Strong organizational and time-management skills;
- Ability to work independently;
- Entrepreneurial, pro-active attitude;
- Strong team player; strong inter-personal and communication skills

Languages

Fluency in English and French is required. Knowledge of any other language and in particular Portuguese, Spanish or Arabic is an advantage.

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 06 July 2022 23:59 at the latest, referring to this advertisement (VN 2022-21).

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

Posting period:

From 23.06.2022 to 06.07.2022

Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

VN 2022-21, Junior Project Assistant

Education

Do you have:

- Bachelor's degree (or higher) in economics, social science, law, international relations or related field from an accredited academic institution with minimum 1 (one) year of relevant professional experience?

OR

- High school degree with minimum 3 (three) years of relevant professional experience?

yes no

Languages

Do you have:

- Fluency in English and French?

yes no

Professional Work Experience

Do you have:

- Working experience in the area of project management, implementation, reporting and monitoring and evaluation of projects?

yes no

- Experience in migration projects/policies?

yes no

For non-EU citizens only

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

yes no

Date:

Name:

Signature: