



## VN 2024-10

### Open to Internal and External Candidates

Position Title : **Junior Project Assistant**  
Duty Station : **Brussels, Belgium (Country Office)**  
Classification : **General Service Staff, Grade G3**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **May 2024**  
Closing Date : **April 16, 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 and guidance of the Head of Unit for Migrant Protection and Assistance (MPA) and under the overall supervision of the Chief of Mission in the Country Office for Belgium and Luxembourg, the incumbent will assist the Project Associate with the implementation and coordination of the “Reinforcing integration through sponsorship enhancement” (RISE) project in Belgium. This project was co-developed by IOM and a consortium of partners in Belgium (BE), Lithuania (LT) and Italy (IT) including Odisee (BE), Pabegeliu Priemimo Centras (LT) and Universitata Degli Studi Roma Tre (IT). The overall objective of the project is to reinforce the integration of beneficiaries of international protection by responding to their housing needs, through the finetuning, development and piloting of community sponsorship (CS) programmes in BE, LT and IT.

The project will in particular seek to:

- strengthen the evidence base on effective practices and methods for sponsor mobilization, matching and housing identification in CS models
- develop a set of tools that will support the establishment of resilient housing solutions in member states through community mobilisation schemes
- pilot and assess CS schemes with a focus on sustainable housing solutions in BE, LT and IT
- foster transnational exchange among key stakeholders on housing solutions in the context of CS.

At the local level, the project will enhance the ongoing efforts by regional and local authorities as well as civil society at large. In BE, the project will contribute to the efforts of Fedasil in expanding the CS efforts, as such offering an alternative or additional reception solution for resettled refugees to increase the resettlement efforts in the longer term.

The incumbent will be expected to support activities related to the implementation of the project.

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

#### **ASSIST WITH THE IMPLEMENTATION OF THE RISE PROJECT**

In particular, the incumbent will:

1. In close coordination with the Project Associate, provide assistance with the implementation and following-up on the project activities. This includes following up on projects' work plans and deliverables, organizing steering committees, events, focus group discussions, etc.;
2. Provide general assistance to the Project Associate in liaising with the partners and stakeholders and assist in general project monitoring so that sufficient information can be provided to the project donor;
3. Assist the Project Associate in the coordination 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.

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

1. Collect general information to assist the Project Associate in identifying possible partnerships with the civil society (NGOs, diaspora associations, etc.) and other stakeholders (such as the Belgian government, research institutes, universities and the private sector);
2. Assist in drafting conference presentations and speeches related to MPA for the Project Associate, the MPA Head of Unit or the Chief of Mission;
3. Help prepare for, participate in and follow up on meetings/conferences in the field of MPA on behalf of the organization;
4. Provide clerical assistance to the MPA team with the development of new projects and initiatives;
5. Any other tasks as may be required.

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

### **Education**

- Bachelor's degree (or higher) in political science, social science, migration studies or related field from an accredited academic institution with one (1) year of relevant professional experience;

OR

- Completed High School degree with three (3) years of relevant professional experience.

### **Experience and Skills**

- A first project assistance experience in the field of migration (incl. monitoring, evaluation and reporting) is required;
- Experience with project monitoring and evaluation tools is required;
- Proven experience with project monitoring and data analysis tools;
- A previous working experience in the field of 'migration and access to housing' 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, French and Dutch 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](mailto:iombrusselscoapplications@iom.int) by **16 April 2024 23:59** (CET - Brussels time), referring to this advertisement in the subject line (*VN 2024-10 Junior Project Assistant RISE*) 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 02.04.2024 to 16.04.2024



**Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium  
VN 2024-10 Junior Project Assistant RISE G3, CO Brussels**

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**Education and Experience**

High School Diploma yes  no

Bachelor's degree (or higher) in political science, social science, migration studies or related field  
from an accredited academic institution yes  no

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**Experience**

Years of professional experience directly related to the core functions and responsibilities:

- less than 1 year
- from 1 to 3 years
- 3 years and above

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**Language**

English (fluency) yes  no

French (fluency) yes  no

Dutch (fluency) yes  no

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**Professional Work Experience**

Project assistance experience in the field of migration (incl. monitoring, evaluation and reporting) yes  no

Experience with project monitoring and evaluation tools yes  no

Experience with project monitoring and data analysis tools yes  no

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**Other**

Are you currently holding a valid residence and work permit for Belgium? yes  no   
*(EU nationals, please mark 'yes'; non-EU nationals, please mark Yes/No as appropriate)*

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Date:

Name:

Signature: