



VN 2024-11

Open to Internal and External Candidates

Position Title : **Project Associate**
Duty Station : **Brussels, Belgium (Country Office)**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **May 2024**
Closing Date : **April 18, 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 MPA Head of Unit with the implementation 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 project.

Core Functions / Responsibilities

ASSIST WITH THE IMPLEMENTATION OF THE RISE PROJECT

In particular, the incumbent will:

1. In close coordination with the MPA 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. 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.

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, research institutes, universities and the private sector) in order to improve knowledge on existing CS programmes and increase capacities to implement innovative schemes with a focus on access to housing as a key element to integration;
2. Draft conference presentations and speeches related to Migrant Protection and Assistance for the MPA Head of Unit or the Chief of Mission;
3. Prepare for, participate in and follow up on meetings/conferences in the field of MPA on behalf of the organization;
4. Assist the MPA 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 political science, social science, migration studies or related field from an accredited academic institution with three (3) years of relevant professional experience.

OR

- Completed High School degree with five (5) years of relevant professional experience

Experience and Skills

- Proven working experience in the area of project management;
- 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 by **18 April 2024 23:59** (CET - Brussels time), referring to this advertisement in the subject line (VN 2024-11 Project Associate RISE G5) 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 04.04.2024 to 18.04.2024



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium
VN 2024-11 Project Associate RISE G5, CO Brussels

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

Experience

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

- less than 3 years
- from 3 to 5 years
- 5 years and above

Language

English (fluency, oral and written) yes no

French (fluency, oral and written) yes no

Dutch (fluency, oral and written) yes no

Professional Work Experience

Working experience in the area of project management yes no

Experience with project monitoring and data analysis tools yes no

Previous working experience in the field of 'migration and access to housing' yes no

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)

Date:

Name:

Signature: