



## Call for Applications 2022-11

Position Title : **Project Assistant (Accommodation)**  
*2 positions*  
Classification : General Services  
Duty Station : **Prague, Czechia**  
Type of Appointment : *SST Ungraded contract until 31<sup>st</sup> December 2022*  
Indicative Take-Home Pay : *30,500 CZK per month*  
Estimated Start Date : **As soon as possible**  
Closing Date : **On a rolling basis**

*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 can apply for this Call for Applications. Read more about diversity and inclusion in IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Applications are welcome from first- and second-tier candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

**For the purpose of this vacancy, the following are considered first-tier candidates:**

1. Internal candidates
2. Candidates from the following non-represented member states: Antigua and Barbuda; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Cuba; Curaçao; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Madagascar; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu.

**Context:**

Under the overall supervision of the Head of the Office, and direct supervision of the Head of the Unit, the Project Assistant is responsible for undertaking the following duties and responsibilities.

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

1. Secure accommodation bookings for beneficiaries through relevant booking platforms or in direct liaison with identified hotels;
2. Coordinate with other colleagues and partners on referrals for accommodation needs in Czechia;
3. Coordinate schedule of monitoring visits and calls;
4. Keep supervisors immediately informed of any issues requiring their attention or any on-compliance to SOPs or codes of conduct by IOM staff members or partners;
5. Record and process demographic and biographic information ;
6. Identify vulnerabilities of migrants and monitor that vulnerable individuals are assisted in a manner that ensures their safety, security and comfort; report all issues immediately to the appropriate supervisor(s);
7. Maintain and ensure the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules.
8. Undertake duty travel as requested;
9. Perform such other duties as may be assigned.

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

### **Education**

- High school degree/certificate with four years of relevant work experience; **or**,
- University degree from an accredited academic institution with two years of relevant work experience.

### **Experience**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting **is an advantage**.

### **Skills**

- Good administrative and organizational skills
- Good command of MS Office package – certification an asset
- Strong teamwork
- Demonstrated ability to work well under pressure and keep deadlines
- Strong work ethics and commitment to humanitarian principles
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization
- Knowledge of UN and bilateral donor programming

### **Languages**

- Working knowledge (oral and written) of Ukrainian/ Russian
- Working knowledge of Czech/ Slovak and English
- Knowledge of any additional IOM official language is an asset

## ***Required Competencies:***

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three 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.

***Other:***

Any offer made to the candidate in relation to this call for applications is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

This post is subject to local recruitment, only persons holding a valid residence and work permit for Czechia will be eligible for consideration.

***How to apply:***

Interested candidates are invited to submit their applications in English – CV or Personal History Form, and Cover Letter to [tsacha@iom.int](mailto:tsacha@iom.int). In the email, please include “**CfA 2022-11 Project Assistant (Accommodation)**” in the subject line.

**Only shortlisted candidates will be contacted.**

***Posting period:***

From 9<sup>th</sup> September 2022 for as long as needed.