



International Organization for Migration (IOM)
The UN Migration Agency

Special Vacancy Notice 2021-01

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Prague, Czech Republic**
Classification : **General Services, G-V**
Type of Appointment : **Special Short-Term, 8 months, part-time (50% working time)**
Estimated Start Date : **March 1st, 2021**

Closing Date : **February 9, 2021**

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 Head of Office and in collaboration with relevant units at the Country office level and at the Regional office level, the successful candidate will be responsible and accountable for the preparation and implementation of the Summer School on Migration Studies.

IOM Czechia organizes the 13th edition of the Summer School on Migration Studies in partnership with partner stakeholders, which will take place during the second half of August 2021.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities.
2. Under the guidance of the direct supervisor, identify and liaise with speakers and lecturers for the Summer School on Migration Studies.
3. Under the guidance of the direct supervisor, identify and liaise with participants of the Summer School on Migration Studies.

4. Under the guidance of the direct supervisor, prepare communication briefings for the IOM Czechia main communication portals – website and social media.
5. Organize meetings, Summer School lectures, workshops and training sessions; prepare training materials and participate in the delivering of workshops.
6. Monitor budget implementation and propose adjustments as necessary.
7. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
8. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
9. Draft project update reports, briefing notes, graphics, statistical tables, and other forms of documentation upon the supervisor's request.
10. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
11. Assist in monitoring work of implementing partners and report any non-compliance to the supervisor.
12. Provides guidance/training to new/junior staff.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with three years of relevant professional experience; or
- School diploma with five years of relevant experience.

Experience

- Experience in liaising with non-governmental organizations; academia, governmental authorities, national/international institutions or United Nations agencies.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience organizing similar type of events.
- Knowledge of migration related subject areas dealt with by the Organization (advantage).
- Familiarity with financial rules and regulations.
- Excellent presentation skills.
- Report drafting skills.
- Proactive problem-solving attitude and excellent communication skills (both written and oral).

Languages

Fluency in English and Czech is required. Additional knowledge of any other IOM official language (French, Spanish) will be considered as advantage.

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.

Core Competencies – behavioural indicators *level 2*

- 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, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications – Personal History Form/CV and Cover Letter to prague@iom.int by February 9, 2021 midnight at the latest. In the email include "SVN 2021-01 Project Assistant" in the subject line.

Only shortlisted candidates will be contacted.

Posting period:

Until February 9 , 2021.