

**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Senior Project Assistant | |
| Position grade | G6 | |
| Duty station | Georgetown, Guyana | |
| Position number | XXXXXXXX | |
| Job family | Migration | |
| Organizational unit | Western Hemisphere Program | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position? | Country Office | |
| Position rated on |  | |
| Reports directly to | Program Support Officer, Western Hemisphere Program | |
| Number of Direct Reports | 0 | |
| II. Organizational Context and Scope | | |
| 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.  The Western Hemisphere Program funded by the United States Department of State, Bureau of Population, Refugees and Migration (PRM), seeks to strengthen the capacities of States in Central America, Mexico, and the Caribbean to manage migration in a humane and sustainable manner. The Program has four pillars: migration management, regional dialogue and partnerships, migration crisis management, and communication for development.  The Program in the Caribbean aims supporting government capacities in managing migration in a humane and sustainable manner, including through mainstreaming migration through government policies, improving evidence-based policies through the production and dissemination of knowledge of migration (labour migration and development opportunities, among others), and fostering regional understanding and cohesion of migration policies across numerous areas.  Under the overall supervision of the Chief of Mission of Guyana, and direct supervision of the Western Hemisphere Program Support Officer, the incumbent will be responsible for the following tasks. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Provide specialized support for the day to day execution of regional IOM initiatives in the Caribbean and IOM Guyana under the Western Hemisphere Program. 2. Contribute to the development of a work-plan in coordination with the Program Support Officer, for the planning of financial resources and implementation of project activities. 3. Support the planning and implementation of Program activities in Guyana, including executing the various components of the program monitoring programmatic and financial documents, and tracking expenditures in purchasing and procurement. 4. Organise regional and national events, including tracking and managing invitation lists, accommodations, and travel in coordination with administrative staff in the Guyana and the Regional Offices. 5. Support the communication and implementation with relevant government officials of WHP activities and participate in external meetings and conferences as assigned. 6. Organize, support, and or contribute to internal coordination meetings. 7. Draft portions of necessary background documents and reports based on established templates and approved project proposals for the Western Hemisphere Program. · 8. Provide information, feedback, research, and expertise in the development and implementation of Program activities in Guyana and the Caribbean. 9. Carry out administrative tasks such as note-taking, copying, filing, preparation of presentations, arranging and scheduling meetings, coordination of travel authorizations and other related procedures (security clearances, expense claims, visas, etc.) of staff and consultants.. 10. Ensure that all purchases, hiring of services, and other expenses made are backed by documentation (receipts, invoices, payment requests, etc.) requested by IOM and according to the regulations prescribed by the Program. 11. Control and coordinate regular payments associated to the Program (e.g. installments for consultants and other services). 12. Receive, classify, file, and follow up on received or generated communications related to the program. · Collaborate in the inventory control by updating resources and equipment controls. 13. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects. 14. Undertake other duties as assigned by the Program Support Officer | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | | * University degree (advanced/master’s advantage) preferably in Social Sciences or a related field; or any other related education, competencies, and professional experience. | | | |
| Experience | | |
| * A minimum of 4 years of relevant experience required, preferably in administrative assistance and event planning. * Experience working in an international and professional setting; * Experience in migration projects will considered as an advantage. | | |
| SKILLS | | |
| * Knowledge of budgeting would be an asset; * Excellent ability in writing and drafting of reports; * Good analytical, communication and negotiation skills; * Ability to work under tight timelines; * Ability to work in a multi-cultural and diverse environment with various working styles. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written). | | French and Spanish |
| VI. Competencies[[1]](#footnote-2) | | |
| 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: maintain 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.   Leadership:   * Leadership Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization’s vision. Assists others to realize and develop their potential. * Empowering others & building trust Creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential. * Strategic thinking & vision Works strategically to realize the Organization’s goals and communicates a clear strategic direction. | | |
| **Signatures:** | | |
| 1ST LEVEL SUPERVISOR DATE  2ND LEVEL SUPERVISOR DATE | | |

If you are interested, please apply by December 9at [iomguyana@iom.int](mailto:iomguyana@iom.int)

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-2)