International Organization for Migration (IOM)

The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Assistant
Position grade	G5
Duty station	Country Office, IOM Costa Rica
Position number	XXXXXXXX
Job family	Western Hemisphere Program
Organizational unit	10016100
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	August 2019
Reports directly to	20071119
Number of Direct Reports	0

II. ORGANIZATIONAL CONTEXT AND SCOPE

The Western Hemisphere Program (WHP), funded by the Office of Population, Refugees and Migration (PRM) of the United States Department of Population, seeks to improve the capacities of the States in Central America, Mexico and the Caribbean to governance of migration in a humane and sustainable way. The Program has four pillars: migration governance, regional dialogue and partnerships, management of migration crises, and communication for development.

Under the general supervision of the National Coordinator of the Western Hemisphere Program and the direct supervision of the National Project Officer of the Western Hemisphere Program, the Project Assistant will be responsible for executing the following tasks:

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assist in the implementation, monitoring and evaluation of the development of the WHP project activities in the country.

2. Assist in the preparation of the terms of reference, support in the selection and coordination of the work of contracted consultants.

3. Support the development of central-local strategic actions for the WHP project in the country and other projects with local incidence.

4. Support in the organization and execution of training and awareness processes aimed at government authorities, municipal representatives, transnational representatives, and social organizations, as well as other relevant actors, as part of the support actions provided for in the project.

5. Contribute to maintaining and strengthening effective cooperative relationships with key national counterparts (government and civil society) and international organizations involved, to explore synergies and avoid duplication of actions.

6. Assist in the development of reference frameworks, guides, protocols, and roadmaps for migration regularization processes, risks associated with irregular migration, and care for migrants.

7. Carry out, as required, field visits for the development of the activities on diferente migration related areas, such as migration and health, disaster risk reduction, vulnerable migrants among others.

8. Support administrative tasks for the implementation of activities.

9. Assist in the preparation of technical reports.

10. Other responsibilities as assigned by the supervisor.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Professional in social sciences, or related careers such as political science, international relations.

- General studies on migration will be an advantage.

EXPERIENCE

- Three years of relevant professional experience in projects, human rights, migration, migration and health, public-private partnerships, vulnerable populations.

- Experience with international organizations, non-governmental or governmental organizations..

SKILLS

All knowledge and experience in preventing irregular migration, trafficking in persons and smuggling of migrants will be valued.

V. LANGUAGES

Required (specify the required knowledge)	Desirable
Fluency in English and Spanish (oral and written).	French

VI. COMPETENCIES[1]

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

Values - all IOM staff members must abide by and demonstrate these three values:

- <u>Inclusion and respect for diversity:</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

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[1] Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- 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 3*

- 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.

SIGNATURES:

1ST LEVEL SUPERVISOR   DATE

2ND LEVEL SUPERVISOR   DATE