



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Senior Project Assistant (Information Management)
Position grade	G7
Duty station	San José, Costa Rica
Position number	20072461
Job family	Operational
Organizational unit	10016100
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	
Reports directly to	20057940
Number of Direct Reports	1
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>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.</p> <p>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 Senior project assistant will be responsible for executing the following tasks:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1. Assist in coordinating, and planning, implementing, monitoring and evaluating the development of the information management activities of the WHP project in the country.</li> <li>2. Prepare the terms of reference, support in the selection and follow up on the work of consultants hired for information management activities.</li> <li>3. Provide technical guidance and train personnel and local actors for the development of activities and for the coordination of central-local strategic actions in information management for the WHP project in the country.</li> <li>4. Coordinate and execute information management training processes aimed at government authorities, municipal representatives, transnational representatives and</li> </ol>	

- social organizations, as well as other relevant actors, as part of the support actions provided for in the project.
5. Maintain and strengthen effective cooperative relationships with key national counterparts (government and civil society) and international organizations involved, to explore synergies and avoid duplication of actions.
  6. Develop data collection methodologies for activities related to the IOM Costa Rica Regional Program on Migration (Mesoamerica Program): the DTM as well as other projects and activities that may arise.
  7. Carry out, as required, field visits for the development of the program's information management activities at the national level in coordination with the national monitoring and evaluation officer.
  8. Coordinate the administrative tasks required for the implementation of the activities.
  9. Prepare technical and financial reports.
  10. Identify and document good practices and lessons learned that contribute to improving the efficiency and effectiveness of the implementation of activities.
  11. Train, guide and coordinate the work of other project assistants.
  12. Other responsibilities as assigned by the supervisor.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

- Professional in information management, statistics, computing, business intelligence, computing or geography, cartography, or related areas.
- General studies on migration will be an advantage.

##### **EXPERIENCE**

- Five years of relevant professional experience in projects related to information management, data management, knowledge of statistical sampling methodologies and statistical analysis tools.
- Experience with international organizations, non-governmental or governmental organizations.

##### **SKILLS**

- General knowledge in searching and processing information efficiently and effectively to send reports that allow making decisions.
- General studies on migration will be an advantage.

#### **V. LANGUAGES**

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

## **VI. COMPETENCIES<sup>1</sup>**

The Senior Project Assistant must have the following technical and personal skills:

### **Responsibility**

- Accept and give constructive criticism.
- Follow all procedures, processes and policies.
- Meets deadline, cost, and quality requirements for results.
- Check your own work to correct mistakes.
- Assumes responsibility to comply with commitments and possible deficiencies.

### **Customer orientation**

- Identify the immediate and peripheral clients of the job.
- Establishes and maintains effective working relationships with clients.
- Identify and verify changes in the needs of clients, including donors, governments and project beneficiaries.

### **Continuous learning**

- Contributes to the learning of colleagues.
- Shows interest in improving relevant skills.
- Shows interest in acquiring relevant skills from other functional areas.
- You keep abreast of developments in your field of expertise.

### **Communication**

- Actively share relevant information.
- Communicates clearly and listens / receives feedback on priorities and procedures.
- Write clearly and effectively, adapting the wording and style to the intended audience.
- Listens effectively and communicates clearly, tailoring delivery to audience.

### **Creativity and Initiative**

- Proactively develop new ways to solve problems.

### **Leadership and Negotiation**

- Convince others to share resources.
- Presents goals as shared interests.

### **Performance management**

- Provide constructive feedback to colleagues.
- Provides fair, accurate, timely and constructive staff evaluations.
- Appropriately uses personnel evaluations in recruitment and other relevant HR procedures.

### **Planification and organization**

- Sets clear and achievable goals consistent with agreed priorities for himself and others.
- Identify priority activities and tasks for himself and others.

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<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Organize and document work to allow for planned or unplanned handover.
- Identify risks and develop contingency plans.

### **Professionalism**

- Master the subject related to their responsibilities.
- Identify fundamental problems, opportunities and risks with responsibilities.
- Incorporates gender-related needs, perspectives and concerns, and promotes gender equality participation.
- Persistent, calm and courteous in the face of challenges and stress.
- Treat all colleagues with respect and dignity.
- Works effectively with people of different cultures adapting to relevant cultural contexts.
- Knowledgeable and promoter of IOM's main mandate and migration solutions.

### **Teamwork**

- Actively contributes to an effective, collegial and friendly team environment.
- Contribute to and meet team goals.
- Give credit where credit is due.
- Seeks input and feedback from others.
- Appropriately delegate tasks and responsibilities.
- Actively supports and implements final team decisions.
- Assumes joint responsibility for the team's work.

### **Technological Knowledge**

- Learn about available technological developments.
  - Proactively identify and advocate for profitable technology solutions.
- Understand the applicability and limitation of technology and seek to apply it to the appropriate job.

### **SIGNATURES:**

1<sup>ST</sup> LEVEL SUPERVISOR

DATE

2<sup>ND</sup> LEVEL SUPERVISOR

DATE