POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Assistant (Research)
Position grade	G4
Duty station	San José, Costa Rica
Position number	20078477
Job family	Operations
Organizational unit	10007937
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Officer
Position rated on	
Reports directly to	20071116
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 thebenefit 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.

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

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assist in the drafting of research protocols, conceptual and methodological notes for research projects under the Program.

2. Assist in the implementation of the research projects of the Program.

3. Systematize information from research projects, including the cleaning of data tables and interview notes, the preparation of meeting minutes, among others.

4. Actively participate in the coordination and planning meetings of the research area and those required by the other areas of the Program.

5. Prepare graphs and spreadsheets to represent study results.

6. Create presentation slides and materials to help researchers present findings.

7. Collaborate in coordination and synergies with other units of the Program related to research (Communication, Data Unit, etc.)

8. Assist in the review and editing of research reports - this includes fact and data verification, correction and editing of research documents to ensure accuracy.

9. Prepare terms of reference (ToRs), when it is required to hire an external consultant or researcher.

10. Other tasks assigned by the Program Coordination Unit related to the investigation processes.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- High school degree with 4 years of relevant experience

OR

- Bachelor's degree in social sciences, public policy, international relations, law, international development, or another related technical field with 2 years of relevant experience.

EXPERIENCE

- Contribution to academic research and studies in matters related to the Program;
- Experience in working with international organizations and governments in the Caribbean.
- Experience in collecting data on migration in the Caribbean;
- Technical experience in various migration-related issues: labor migration, trafficking in persons, smuggling of migrants, emergencies protection, and other areas relevant to migration governance.

SKILLS

- Analytical skills: data collection and analysis, database updating. Literature reviews or field research.

- Observation skills: working very precisely, paying close attention to detail and keeping records of work progress.

- Time management skills: When it comes to data and statistics, it is important to be able to meet project deadlines and manage time to achieve your goals

- Excellent written and verbal communication skills; demonstrated ability to effectively communicate complex concepts to cross functional partners

- An active team player with strong organizational, analytical skills

- Intellectual agility, problem solving, ability to focus on detail, analytical skills

- Demonstrable knowledge in research methodologies, data collection.

- Demonstrable knowledge in migration matters.

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:

- 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 3*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

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

- 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