



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

| I. POSITION INFORMATION | |
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| Position title | Senior Research Assistant |
| Position grade | SSTUG-99 |
| Duty station | IOM Costa Rica, San José |
| Position number | XXXXXXXX |
| Job family | Operations |
| Organizational Unit | 10007937 |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office |
| Position rated on | |
| Reports directly to | 20071116 |
| Number of Direct Reports | 0 |
| II. ORGANIZATIONAL CONTEXT AND SCOPE | |
| <p>The International Organization for Migration (IOM) executes the Regional Migration Program, funded by the Bureau of Population, Refugees and Migration of the U.S. Department of Population, whose purpose is capacity building in the countries of Central America, Mexico, and the Caribbean, aiming at migration governance in a humane and sustainable manner. The program has four pillars: migration governance, regional dialogue and partnerships, preparedness and responses to migration crises, and communication for development.</p> <p>This program has a research unit that is responsible for executing research projects covering both the Mesoamerican and Caribbean regions, as well as supporting national research activities in alignment with IOM standards.</p> <p>Under the overall supervision of the Deputy Coordinator of the Regional Migration Program and the direct supervision of the Research Unit Coordinator, the Senior Research Assistant will be responsible for carrying out the following tasks:</p> | |
| III. RESPONSIBILITIES AND ACCOUNTABILITIES | |
| <ol style="list-style-type: none"> 1. Provide specialized assistance in the planning, implementation, and coordination of research activities, in accordance with the work plans and action lines established in the Regional Migration Program in the region. 2. Assist in the logistical planning and implementation of field work, interviews, and workshops, among others. 3. Provide support during the systematization of project information, including the cleanup of data tables and interview notes, and the preparation of meeting minutes and press releases, among others. 4. Actively participate in weekly meetings, and perform other actions that are part of the research area methodology. | |

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| 5. Provide support in the coordination of research tasks, data collection, and reporting that are required in the research area, including knowledge management and research area archives. 6. Coordinate and develop visual materials, and promote their distribution with counterparties. 7. Promote the adoption and application of a gender and human rights perspective in the design and implementation of activities related to the research area. 8. Perform other duties as assigned by the Research Coordinator, according to their professional skills. | |
| IV. REQUIRED QUALIFICATIONS AND EXPERIENCE | |
| EDUCATION | |
| <ul style="list-style-type: none"> Professional in social sciences (public policy, international relations, law, international development, psychology or other related technical fields). Master's degree preferable. Proven track record in data analysis, and quantitative and qualitative research methods. General studies on migration. | |
| EXPERIENCE | |
| <ul style="list-style-type: none"> Three years of relevant research experience, preferably in reporting and migration-related projects, including protection and assistance to migrants and policy development. Experience with international, non-governmental or governmental organizations. | |
| SKILLS | |
| <ul style="list-style-type: none"> Knowledge of international, non-governmental or governmental organizations. General studies in migration will be an advantage. | |
| V. LANGUAGES | |
| Required (specify the required knowledge) | Desirable |
| Fluency in English and Spanish (oral and written). | French |
| VI. COMPETENCIES¹ | |
| The incumbent is expected to demonstrate the following values and competencies: Values - all IOM staff members must abide by and demonstrate these three values: <ul style="list-style-type: none"> <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. | |

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