



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Assistant
Position grade	SST UG99
Duty station	Country Office, IOM Costa Rica
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	N/A
Reports directly to	20059528
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>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.</p> <p>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 has national activities in 12 countries.</p> <p>Under the general supervision of the Senior Regional Program Coordinator and the direct supervision of the Labor Migration Unit Coordinator, the Project Assistant will be responsible for executing the following tasks:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Assist in collecting and providing the necessary information on the development of regional labor migration activities to the Monitoring and Evaluation Unit in accordance with the requirements of the donor, Regional Coordination, among others.2. Assist in the organization, maintenance, and creation of labor migration content.3. Coordinate and manage with the WHP Regional Communication Unit the visibility of regional labor migration activities (including newsletters, WHP website, press releases, press releases, among others).	

4. Support in keeping SharePoint updated with documents related to labor migration. 5. Update the Migration Portal with resources on labor migration. 6. Collaborate in the preparation of intermediary, final and ad-hoc technical reports. 7. Support with administrative tasks for the implementation of the activities. 8. Develop tasks of collection, systematization, and dissemination of information to make visible the work of the program in labor migration. 9. Monitor mass media content and other resources to produce weekly summaries of news and resources relevant to the labor migration unit. 10. Support in and work the labor migration bulletin quarterly in coordination with the Regional Communication Unit of the Program. 11. Other tasks assigned.	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • High school degree with 5 years of relevant experience; or • Bachelor's degree or equivalent of higher in political sciences, international relations, or related with 3 years of relevant experience. 	
EXPERIENCE	
Professional experience related to projects, international relations, human rights, migration knowledge management related to human rights and/or migration. Specific experience in labor migration and strategic communication will be an advantage.	
SKILLS	
Excellent writing abilities Knowledge about International organizations, and government institutions and non-governmental organizations in the field. Knowledge in various migration-related issues: labor migration, trafficking in persons, smuggling of migrants, emergencies, prevention, violence, consular protection, and other areas such as public policy formulation, citizen participation will be an advantage	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and Spanish (oral and written).	French
VI. COMPETENCIES¹	

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

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.
- 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