



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Assistant
Position grade	SSTUG-99
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	
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 Project Assistant will be responsible for carrying out the following tasks:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Assist the Research Unit in the implementation and monitoring of administrative and planning tasks, including the follow-up of budgets and procurement, the development of terms of reference, requests for quotes, requests for payment, etc.2. Collect, organize, categorize, upload, and update content to the research activities SharePoint.3. Write correspondence on the activities of the Unit; prepare and update meeting reports or agendas, briefing notes, infographics, and presentations, among others.4. Assist in the monitoring of activities and their respective schedules, complying with the work plan, updating the budget information, and following up on what was agreed during team meetings.5. Create and maintain all the monitoring tools and files of the Unit to facilitate collaboration between Unit staff and external collaborators.	

6. Assist in the logistical planning and implementation of field work, interviews, and workshops, among others.
7. Perform other duties as assigned by the Research Unit Coordinator, according to their professional skills.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Professional in social sciences (public policy, international relations, law, international development, psychology or other related technical fields).
- Proven track record in quantitative and qualitative research projects.

EXPERIENCE

- Three years of relevant experience in project development or support, preferably research projects.
- Experience with international, non-governmental or governmental organizations.

SKILLS

- 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:

- 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*

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

- 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