



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Research Project Assistant
Position grade	Staff 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	NA
Reports directly to	20071116
Number of Direct Reports	0
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>The International Organization for Migration (IOM) implements the Western Hemisphere Regional Migration Program, funded by the Bureau of Population, Refugees and Migration of the U.S. Department of State, whose purpose is migration capacity building in Central America, Mexico, and the Caribbean, to improve migration management in a humane and sustainable manner. The program has four outcome areas: migration management, partnerships, preparedness and responses to migration crises, and communication for development.</p> <p>This program has a research and data 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 Regional Coordinator and the direct supervision of the Research Unit Coordinator, the Research Assistant will be responsible for carrying out the following tasks:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• Provide specialized assistance in the planning, implementation, and coordination of research activities, in accordance with the work plans and action lines established in the Western Hemisphere Program in Mesoamerica and in the Caribbean region.</li> <li>• Assist in the logistical planning and implementation of field work, interviews, and workshops, among others.</li> <li>• 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.</li> <li>• Actively participate in weekly meetings, and perform other actions that are part of the research area methodology.</li> </ul>	

- 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.
- Assist in the coordination and development of visual materials and promote their distribution with counterparties.
- Collaborate in coordination and synergies with other units of the Program related to research.
- Assist in the review and editing of research reports – this includes fact and data verification, correction and editing of research documents to ensure accuracy.
- Promote the adoption and application of a gender and human rights perspective in the design and implementation of activities related to the research area.
- Perform other duties as assigned by the Research 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). Master's degree preferable.
- Proven track record in data analysis, and quantitative and qualitative research methods.
- General studies on migration.

##### **EXPERIENCE**

- Two years of relevant research experience, preferably in reporting and migration-related projects, including protection and assistance to migrants and policy development.
- Contribution to academic research and studies in matters related to the Program.
- Experience in working with international organizations and governments in the Caribbean.
- Experience with international, non-governmental or governmental organizations.

##### **SKILLS**

- Knowledge of international, non-governmental or governmental organizations.
- 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 (Spanish and English); 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<sup>1</sup>

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.

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

- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**SIGNATURES:**

1<sup>ST</sup> LEVEL SUPERVISOR

DATE

2<sup>ND</sup> LEVEL SUPERVISOR

DATE