CALL FOR APPLICATIONS
Open to Internal and External Candidates

Ref/VN No : CFA 2020/006 ROV
Position Title : PROJECT ASSISTANT (Liaison and Policy)
Duty Station : Vienna, Austria
Contract Type : Special Short Term Ungraded
Contract Duration : 10 months
All Inclusive Monthly Salary : EUR 3,500.00 Tax Exempt
Estimated Start Date : As soon as possible
Closing Date : 31 July 2020

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context
The main focus of this position is to support the implementation of a MIRAC-funded project, titled: Operationalizing the UN Network on Migration in the SEECEA region,, intended to ensure effective, timely and coordinated system-wide support to Member States on migration as they respond to the Global Compact for Safe, Orderly and Regular Migration (GCM), and the migration related activities of the Sustainable Development Goals (SDG’s.)

The UNMN is present at global, regional level and is now being established at national levels, the latter supporting and mirroring the global UNMN in prioritizing the rights and wellbeing of migrants and their communities, and guided, inter alia, by the United Nations Charter, international law, and Agenda 2030 for sustainable development.

The IOM Regional Office (RO), established in Vienna in 2011, supports the quality improvement and diversification of programmatic activities of IOM at the country level, promotes regional initiatives, and facilitates better support to interstate dialogue and cooperation. RO Vienna is responsible for project review and endorsement, policy development, and for formulating regional migration strategies. This is done in partnership with governments, development partners and civil society organizations within the region. The Regional Office employs technical experts in project development.
and thematic fields of migration management, including Migrant Protection and Assistance, Labour Migration and Human Development, Immigration and Border Management, Operations and Emergencies, Environment and Climate Change as well as Migration Health. It also deals with various cross-cutting issues and provides support in the field of resource management, media and communications, monitoring and evaluation, and IT.

The Regional Office is the IOM Mission to the UN and other International Organizations in Vienna and is responsible for the global liaison with the UN Office in Vienna, one of the four UN headquarters locations worldwide. UN organizations based in Vienna include the United Nations Office on Drugs and Crime (UNODC) and the United Nations Industrial Development Organization (UNIDO). Vienna is also home to the Organization for Security and Cooperation in Europe (OSCE), the International Centre for Migration Policy Development (ICMPD), and the International Anti-Corruption Academy (IACA) nearby in Laxenburg.

Under the direct supervision of the Senior Regional Thematic Specialist on Immigration and Border Management (SRTS) and the overall guidance of the Regional Director for SEEECA, the Project Assistant will provide overall project assistance, including the core functions and responsibilities listed below.

**Core Functions / Responsibilities:**

1. Under the overall guidance of and in coordination with the Sr. RLPO, support the activities of the Regional UNMN, as well as support IOM Country Offices (COs) in establishing and advancing national UNMNs.
2. Support information exchange between global, regional and national UNMNs, as well as with the Issue Based Coalition (IBC) on Large Movement of People, Displacement and Resilience (LMPDR) for the Europe and Central Asia region (ECA) - this latter being the regional UNMN.
3. Ensure timely dissemination of relevant information with the COs and provide general support upon request and in coordination with the Sr. RLPO to ensure an efficient, effective, and timely execution of the project.
4. Maintain an updated tracking of the project’s progress at national and regional level, and draft as well as contribute to regular reports in line with IOM standards and donor requirements.
5. Assist in identifying good practices and disseminating the same both internally, and by contributing to publishing press releases, public information and other reports as required.
6. Ensure the work achieved under this project is referred to the Global Knowledge Platform to ensure that relevant knowledge, experience and expertise can be drawn from in developing tailor-made solutions in response to Member States requests, as well as other CO requests.
7. Under the overall guidance of and in coordination with the Sr. RLPO, take the lead in drafting guidance notes, information sheets, policy documents, as well as provide inputs and regional suggestions to policy documents and tools initiated by the IOM HQs.
8. Under the overall guidance of the Sr. RLPO, and in coordination with the COs, lead in the organisation of national and regional meetings and events related to the UNMN and the GCM.
9. Contribute to the preparation of data collection and analysis, internal reports, presentations, speeches, statements, and briefings as requested and in coordination with the relevant departments.
10. Monitor the progress of the Migration Multi-Partner Trust Fund (M-MPTF) - the UNMN Start-up Fund - implemented by COs and ensure good practices are duly disseminated.
11. Under the overall guidance of the Regional Resource Management Unit (RRMU) and in coordination with the Sr. RLPO, assist in monitoring the project’s expenditures and suggest reallocation of funds for consideration.
12. In coordination with the Regional Media and Communications Officer, assist in publishing press releases and contribute to other public information (PI) material.

13. Support the Sr. RLPO in liaising with relevant Vienna-based national, international, and regional organizations and working groups.

14. Perform other relevant duties as assigned.

**Required Qualifications and Experience:**

**Education:**
- Bachelor’s degree in Political Science, International Relations, Law, or a related field from an accredited academic institution, with three years of relevant professional experience; or
- High School Degree/Certificate from an accredited institution, with five years of relevant professional experience.

**Experience:**
- Minimum of two to three years’ work experience either on project development, project management, in the field of migration, including operational and field experience.
- Ability to undertake in-depth research, collect and analyse migration data.
- Computer/software literate, preferably knowledgeable in Microsoft Office, Adobe Acrobat and Photoshop with experience of maintaining a website.
- Experience of working in a multi-cultural and regional settings an advantage.
- Demonstrated advanced English writing, communication, and negotiation skills.
- Excellent writing, editing and reporting skills.
- Strong analytical thinking, organizational, and communication skills.

**Languages**
Fluency in English is required. Knowledge of German, Russian or South-Eastern European languages an advantage.

**Required Competencies:**
The incumbent is expected to demonstrate the following values and competencies:

**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
- 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.

**Other:**
Any offer made to the candidate in relation to this call for application is subject to funding confirmation. Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

The VN is open to candidates residing in the country of the duty station or from a location in a neighbouring country which is within commuting distance of the duty station. Candidates applying from another location outside commuting distance will be considered locally recruited and will not be eligible for allowances or benefits available to eligible internationally recruited staff.

In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting and outside commuting distance, and work permit, as applicable.

**How to apply:**

Interested candidates are invited to submit their application and completed Personal History Form via roviennahr@iom.int, by 31 July 2020 at the latest, referring to this advertisement. Only shortlisted candidates will be contacted.

**Posting period:** From 10.07.2020 to 31.07.2020