



## Special Vacancy Notice 2023/001

### Open to Internal and External Candidates

Functional Position Title : **Project Assistant**  
Duty Station : **Vienna, Austria (Regional Office)**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Special Short Term, 9 months with possibility of extension/ Subject to funding confirmation**  
Estimated Start Date : **As soon as possible**  
Closing Date : **08 February 2023**

*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.*

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 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 cycle management (project development, monitoring and evaluation, and reporting) 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. The Regional Office also provides support on cross-cutting issues including gender and human rights, and provides support in the field of resources management, media and communications, and Information Technology.

Under the direct supervision of the Senior Regional Liaison and Policy Officer (Sr. RLPO) and the overall guidance of the Regional Director for SEECA, the Project Assistant will provide overall project assistance, including the core functions and responsibilities listed below.

## ***Responsibilities and Accountabilities:***

1. Support the activities and initiatives of the Global and Regional UNMNs, as well as support IOM Country Offices (COs) in further operationalising the national UNMNs, while strengthening IOM's role as UNMN Coordinator;
2. Support information exchange between relevant inter-agency coordination mechanisms relevant to migration, including the global, regional and national UNMNs, and support the Sr. RLPO in liaising with relevant Vienna-based national, international, and regional organizations and working groups, including on Gender and Diversity inclusion, as well as on PSEA;
3. Ensure timely dissemination of relevant information to COs and provide general support upon request and in coordination with the Sr. RLPO to ensure an efficient, effective, and timely execution of relevant MIRAC-funded project(s);
4. Maintain an updated tracking of relevant project(s) progress at national and (sub)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 the relevant project(s) is disseminated to the appropriate to the departments, units and counterparts also as a contribution to knowledge management.
7. Lead on 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 and Network Secretariat.
8. Lead in the organisation of national/regional meetings, events and trainings related to the UNMN and GCM, to IOM staff as well as to government and non-government representatives.
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 colleagues and departments.
10. Assist, under the overall guidance of the Regional Resource Management Unit (RRMU), in monitoring the project's expenditures and suggest reallocation of funds for consideration.
11. 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.

### **Skills:**

- Good interpersonal and communication skills.
- Computer literacy including proficiency in MS Office and other applications.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints.
- Accurate and detail oriented.

### ***Languages:***

IOM's official languages are English, French and Spanish. For this position, fluency in English (oral and written) is required. Working knowledge of Russian, German or any other language of the region is an advantage.

### ***Required 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 vacancy notice 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.

A prerequisite for taking up the position is legal residency and work permit in Austria, as applicable.

**How to apply:**

Interested candidates are invited to submit their applications – Questionnaire on Mandatory Requirements (page 5-6 of SVN 2023/001), Curriculum Vitae and Cover Letter to [roviennaapplications@iom.int](mailto:roviennaapplications@iom.int) by 08 February 2023 midnight at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

**Posting period:** From 25/01/2023 to 08/02/2023

## Questionnaire on Mandatory Requirements for Local Recruitment in Vienna, Austria

### SVN 2023/001 Project Assistant

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#### Education

Do you have:

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.

yes  no

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#### Experience

Do you have:

Minimum of two to three years' work experience either on project development, project management, in the field of migration, including operational and field experience.

yes  no

Excellent writing, editing and reporting skills.

yes  no

Work experience with an international organization is an asset.

yes  no

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#### Other

Are you currently holding a valid residence and work permit for Austria?

yes  no

If you have dual nationality, please indicate the countries from which you hold passports.

Are currently or were previously any of your relatives employed by IOM?

yes  no

Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)? If the answer "yes", attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

yes  no

Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer is "yes", please provide the details in an attached statement and provide information about any sanction or measure taken.

yes  no

State any disabilities which might limit the performance of your work.  
(Appointment is subject to compliance with medical requirements.)

When would you be available for employment upon being offered a position?

Immediately  15 days  1 month  2months

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**Date:**

**Name:**

**Signature:**