



VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Tallinn, Estonia**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **SST Graded, 9 months, with a possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date :
Reference Code : **EE10-SVN-2022-08**

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:

Under the overall guidance and supervision of the Head of Office the Project Assistant is responsible for assisting and carrying out activities to assisted voluntary return and reintegration (AVRR) project at IOM Estonia.

Core Functions/ Responsibilities:

1. Assist in the implementation of AVRR program in Estonia, including returnee consultation and reintegration support and airport duty when needed and in line with relevant IOM instructions.
2. Coordinate returns and assistance with relevant counterparts in Estonia and IOM colleagues in country of origin.
3. Organize outreach on AVRR to relevant target groups in Estonia, primarily third country nationals, reception centers, law enforcements and embassies.

4. Assist with the development of monitoring tools for return and reintegration according to IOM internal guidelines and projects' requirement in close coordination with supervisors and other staff involved in M&E activities.
5. Support the monitoring efforts in the assigned project(s) to ensure full compliance with project indicators and project activities.
6. Ensure proper data entries and collection within relevant IOM tools. Analyze data obtained through monitoring activities and prepare detailed narrative reports on findings, conclusions and recommendations.
7. Assist in coordination and preparation of donor reports in line with project's reporting schedules;
8. Perform such other duties as may be assigned by the Head of Office.

Required Qualifications and Experience

Education

- University Degree preferable in Social Science or Development studies with three years of relevant professional experience or
- Completed High School degree from an accredited academic institution, with five years of relevant professional experience/training.

Experience

- Relevant work experience in the area of migration (e.g. migrant counselling or consular work) is considered a distinct advantage
- Good knowledge of MS Office Application (Word, Excel, Outlook);

Languages

- Fluency in Estonian and English.
- Working knowledge of Russian
- Working knowledge of Arabic is considered advantageous

Skills

- Experience in working in an intercultural setting is considered an advantage
- Experience in counselling is considered an advantage
- Skills and emotional preparedness to work with vulnerable people

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 level 1

- 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 and verification of residency, visa and authorizations by the concerned Government, where applicable. Only candidates residing in the country of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, and work permit, as applicable.

How to apply:

Interested candidates with the required qualifications should submit a cover letter and a CV. Save them in the form "Your Family Name _ Your First Name", either as .doc or as .PDF file (e.g.: Doe_John.doc or Doe_John.PDF). All applications must be addressed to the email: iomtallinnhr@iom.int quoting the above vacancy notice number/reference code as well as the last name of the candidate.

Only shortlisted candidates will be contacted. Unfortunately, we are not able to answer to inquiries at this stage.

Posting period:

open