

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Project Assistant – Integration**
Duty Station : **IOM Tallinn, Estonia**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **6 months, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **February 10, 2023**
Reference code : **EE10-SVN-2023-02**

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 work 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 direct supervision of the Head of Office in Estonia and the Senior Project Assistant, the Project Assistant will participate in implementing the integration-related projects.

Core Functions / Responsibilities:

1. Assist in the coordination and managing administrative workload of project activities.
2. Produce information and outreach materials for visibility on projects activities, including preparation and editing of information materials.
3. Support public outreach/communication on thematic issues.
4. Collect, analyse, update, and maintain relevant projects related statistical and content related data.
5. Undertake duty trips as required to attend relevant meetings and trainings.
6. Organize and facilitate, when feasible and needed, trainings for target groups. Contribute into capacity building of trainers.
7. Contribute into procurement process (from bidding to the goods receipt) according to relevant donor and IOM instructions and regulations.
8. Assist in quality assurance related activities (monitoring and evaluation procedures).
9. Assist in monitoring project activities and financial expenditures.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed University degree (baccalaureate level), or other higher education degree preferably in Administration, Social Sciences, Education or related fields, from an accredited academic institution. Relevant professional experience in similar roles of at least 3 (three) years required; or,
- Completed High School degree from an accredited academic institution, with 5 (five) years of relevant professional experience.

Experience

- Experience in administration, preferably in an international setting
- Particularly experience in educational setting and/or participatory methods is a distinct advantage;
- Experience in developing project implementation supporting documentation is a distinct advantage;
- Knowledge on issues relating to migration is an advantage;
- Experience in producing communication materials and/or interest in developing skills in communication, is an asset; and,
- Experience in working for and/or implementing projects is an advantage.

Skills

- Excellent writing and communication skills;
- Excellent knowledge of MS Office Application (Word, Excel, Outlook) and a good knowledge of CMS systems, social media and Adobe Creative;
- Ability to draft clear and concise reports and project documents

Languages

- Fluency in English and Estonian (oral and written) is required.
- Knowledge of any other IOM official language is considered as advantageous.

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 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.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance 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, or in the neighbouring country located within commuting distance, 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 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 phone inquiries at this stage.

Posting period:

From 27.01.2023 to 10.02.2023