



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Reporting Assistant
Position grade	G5
Duty station	Algiers, Algeria
Appointment Type	6 Months Special Short Term with possibility of extension
<b>Vacancy-specific information</b>	
Vacancy Number	SVN/2020/027
Estimated start date	ASAP
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the overall guidance of the Head of Programs and direct supervision of the Project Development and Liaison Officer and the Project Manager, and in coordination with the Migrant Protection and Assistance and other relevant units, the successful candidate will be responsible for assisting the reporting requirements of the project “With Youth – Enhanced Protection, Assisted voluntary Return and Reintegration and Health As reof IOM activities, programmes and projects in Algeria, in particular in line with the expectations of IOM's donors and Member States. Particularly s/he will be responsible to support the mission with reporting requirements, including monitoring &amp; evaluation, reporting and information management. The candidate work time will be divided between the two units as agreed with the Heads of Unit (70% PSU; 30% CT/Protection).</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"><li>1. In coordination with the relevant project managers, consolidate and review interim and final narrative reports for the different projects implemented by the Mission and ensure timely submission.;</li><li>2. In coordination with the Monitoring and Evaluation Assistant, assist in the development of data collection tools, compile data on key indicators and produce regular updates on programs activities to be shared internally, with other missions, partners and donors;</li><li>3. Assist in proof-reading of documents;</li><li>4. Regularly update the project’s Result Monitoring Framework;</li><li>5. Support correct documentation and synthesis of project documents case studies, lesson learnt and best practices/success stories;</li><li>6. Draft minutes of meetings, prepare speeches and compile briefings and presentations material;</li><li>7. Participate at external meetings with INGOs, NGOs, relevant UN agencies, Implementing Partners and other stakeholders as required;</li><li>8. In close coordination with Communications Assistant, contribute to content generation for relevant visibility and communication tools and channels;</li><li>9. Assist with drafting and consolidation of the reports required by the project “With Youth” within deadlines, including annual progress, post-activity and quarterly reporting and any other project documentation;</li><li>10. Assist CT/Protection project team with overall implementation of the project;</li></ol>	

11. Perform such other duties as may be assigned.	
<b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b>	
<b>EDUCATION</b>	
<ul style="list-style-type: none"> <li>• Bachelor’s degree from an accredited academic institution, preferably in social sciences, Migration studies, Development Studies, Political or Social Sciences, Development Studies, International Relations, and/or related field with at least three years of relevant work experience;</li> <li>• High school degree in one of the aforementioned fields with at least five years of relevant work experience.</li> </ul>	
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Proven experience in project monitoring and reporting in English;</li> <li>• Previous work experience in the UN System is an asset.</li> <li>• Knowledge of migration related subject areas dealt with by the Organization</li> <li>• Experience in liaising with governmental authorities, national/international institutions and NGOs on matters related to migration issues and overall work and mandate of IOM is desirable;</li> </ul>	
<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>• Very good knowledge of MS office; knowledge of data processing software (SPSS, Stata, GIS, etc.) is a strong advantage;</li> <li>• Excellent written and verbal communication skills in English, French; Working knowledge of Arabic is an advantage;</li> </ul>	
<b>V. LANGUAGES</b>	
Required	Desirable
Fluency in English and French is required (oral and written).	Working knowledge of Arabic is an advantage.
<b>VI. COMPETENCIES<sup>1</sup></b>	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p><b>Values</b> - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> <li>• <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> </ul>	

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

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

**Managerial Competencies** – behavioural indicators *level 3*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization’s vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization’s goals and communicates a clear strategic direction.

**Note**

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment 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.

***How to apply:***

Interested national candidates or candidates holding the Algerian residence and valid working permit are invited to submit their applications via email to [hralgiers@iom.int](mailto:hralgiers@iom.int) by 24/02/2021 at the latest, specifying as subject: “**SVN /2020/ 027**”.

In order for an application to be considered valid, IOM only accepts documentation duly completed (resume and motivation letter).  
Only shortlisted candidates will be contacted.

***Posting period: 18/02/2021 to 24/02/2021***

