



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Project Assistant (Aware)**
Duty Station : **Algiers, Algeria**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term, Six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **July 6, 2021**

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 supervision of the Head of Programmes and the direct supervision of the Project Officer, the successful candidate will be responsible for *Informing on risks of irregular migration and promoting safe migration through the strengthening of community engagement in transit countries along central and western Mediterranean routes* as well as support the Project Officer with implementation of other activities under the unit Migration and Sustainable Development .

Core Functions / Responsibilities:

1. Support the design, implementation, monitoring, evaluation and reporting of activities foreseen under the project, including facilitate working groups, identification of community mobilizers, awareness and social cohesion activities, among others;
2. Follow up on project indicators and targets in line with project workplan, results matrix and budget
3. Provide support with the production and dissemination of all awareness and communication materials and related items with companies/service providers;
4. Provide support for the coordination with actors involved in project activities implementation (mobcoms, volunteers, consultant...)

5. Provide support with the production, testing and dissemination of all awareness and communication materials and related items with companies/service providers;
6. Assist in the preparation of annual/interim reports and updates for the project donors;
7. Participate in coordination meetings with government counterparts, NGOs and other stakeholders on project-related matters;
8. Support in the preparation, documentation and monitoring of quotes, Purchase Requisitions (PR) and Request for Payment (RFP); for the development of project activities in accordance with IOM standards.
9. Keep an orderly and differentiated file in physical and digital form of all documentation related to quotations, Purchase Requisitions (PR), Request for Payment (RFP) and all administrative documents of the project in the country for future project audits.
10. Assist in the organization, logistics and coordination of meetings, conferences, field missions, among others in accordance with IOM regulations.
11. Performs other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Communication, Social Sciences, Political Science, International Affairs or a related field from an accredited academic institution, with three years of relevant professional experience; or
- Completed High School degree from an accredited academic institution, with five years of relevant professional experience.

Experience

- Experience in communication, including digital communication and social media, preferably in an international environment
- Experience in development and implementation of awareness campaigns and events
- Experience establishing and/or working with community groups desirable
- Knowledge of irregular migration in Algeria and analysis of perception and awareness effects on communities
- Practical experience of how-to multi-task, prioritize and work independently.

Languages

Fluency in French and English and Arabic is required.

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 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 or candidates holding the Algerian residence and valid working permit are invited to submit their applications via email to hralgiers@iom.int by July 6, 2021 at the latest, referring to this advertisement SVN/2021/011

In order for an application to be considered valid, IOM only accepts online profiles duly completed (resume and cover letter)

Only shortlisted candidates will be contacted.

Posting period:

From 23.06.2021 to 06.07.2021

