



**SVN 2023 /006**

Position title : **Senior Project Assistant**  
Position grade : **G7**  
Duty Station : **Rabat**  
Contract duration : **ONE-YEAR FIXED-TERM**  
Reports directly to : **Protection Officer**  
Estimated start date : **ASAP**

Closing date : **30 April 2023**

*The International Organization for Migration (IOM) is an intergovernmental organization, created in 1951, which occupies a leading position on the migration scene. With 157 Member States in addition to 10 other States with observer status, and with offices in more than 100 countries, it works closely with its governmental, intergovernmental and non-governmental partners to manage migration in a good order and under conditions that preserve human dignity, promote international cooperation on the migration scene, facilitate the search for practical solutions to migration problems and offer humanitarian assistance to migrants in need, including refugees and internally displaced persons. IOM has been present in Morocco since 2001 and opened the mission in Rabat in 2007.*

### **Contexte :**

The Senior Project Assistant will be in in charge of coordinating the monitoring and implementation of the European Union programme, implemented by IOM, “Development Pillar to support the Regional Development Protection Pillar (RDPP) in North Africa”, which aims to contribute to the reinforcement of the resilience of migrant populations through the implementation of direct assistance and protection interventions at a national and local level and in close coordination with national authorities and key stakeholders.

## RESPONSABILITIES AND TASKS

1. Under the overall supervision of the Head of Programmes and the direct supervision of the Protection Officer, the Senior Project Assistant will independently lead and coordinate the implementation of the relevant projects; monitor implementation of the activities to ensure work is proceeding according to established plans; analyze implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field. This will be achieved specifically through the following tasks;
2. Coordinate and liaise with the Protection Officer to ensure the efficient and timely implementation of the project activities according to the work plan and the project documents, in particular on the administrative and technical management of the project.
3. Ensure the close liaison and follow up of existing and upcoming implementing partners of the project, identifying problems and proposing action in order to ensure the achievement of the foreseen objectives and the delivery of inputs.
4. Draft, proofread and correct reports, project documents and narrative studies developed by consultants, country partners, implementing partners (and more) under the RDPP project and other projects under the protection department portfolio.
5. Development and maintain existing and new partnerships with civil society organizations and key national stakeholders working in the field of protection.
6. Conceptualize, fill up of monthly update and all required monitoring and evaluation tools, databases in accordance with IOM and donor formats.
7. Monitor assigned protection projects, analyse progress and problems and rapidly seek and suggest corrective actions by identifying and reporting project milestones, decisions, problems or deviations.
8. Ensure quality and timely submission of all project reports in accordance with IOM and donor formats, and support donor relations through the production of regular project updates, project summaries, events organization, communications material conceptualization (i.e. press releases, social media posts, etc.) according to specific project needs.
9. Support the Protection Officer and the Head of Programmes in the elaboration of documents and trainings contributing to improving the understanding migrants' protection and migrants' rights in Morocco (i.e. TORs for consultant, needs analysis, informative documents, etc).
10. Coordinate with other global IOM departments, Cairo Regional Office, other missions and all relevant key actors to ensure an efficient liaison and implementation of the RDPP project, and adequate activities pertaining to migrants' protection.

11. Support the Protection Department in fundraising, portfolio expansion and project conceptualization (i.e. drafting project proposals, representation and liaison with donors and national counterparts, etc).
12. Participate in conferences, workshops, working groups and inter-agency coordination meetings.
13. Perform such other duties as maybe assigned.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

### **EDUCATION**

- School diploma with seven years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with five years of relevant professional experience.

### **EXPERIENCE**

- Mandatory experience of work in the field of migration. Experienced in the region of Middle East and North Africa;
- Previous experience in project follow-up and monitoring;
- Experience working with vulnerable groups is an advantage.

### **SKILLS**

- Knowledge of the topic of migration and 'migrants' protection;
- Knowledges in the field of migration laws (national and international);
- Know how to work in a multicultural environment;
- Analysis and synthesis skills;

## **LANGUAGES:**

### **REQUIRED**

- External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).
- For all applicants, fluency in French and English is required (oral and written).

### **DESIRABLE**

Working knowledge of Arabic.

**Competencies**<sup>1</sup>The incumbent is expected to demonstrate the following values and competencies:

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

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

**CORE COMPETENCIES** - Behavioural indicators – Level 2

**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 actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

## **APPLICATION:**

To apply Please send your application to [aimrecrute@iom.int](mailto:aimrecrute@iom.int) by adding “**Senior Project Assistant G7**” in the email subject line.