



International Organization for Migration (IOM)  
The UN Migration Agency

## VN 2023 / 003

### Open to Internal and External Candidates

Position Title : **Reintegration Project Assistant**  
Duty Station : **Rabat, Morocco**  
Classification : **G5**  
Type of Appointment : **Fixed term, one year (under funding confirmation) with possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **August 30<sup>th</sup>, 2023**

*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 has been present in Morocco since 2001, and opened the mission in Rabat in 2007.*

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:**

The International Organization for Migration (IOM) is an intergovernmental organization established in 1951, which holds a leading position in the field of migration. With 157 Member States and an additional 10 observer States, as well as offices in over 100 countries, it closely collaborates with governmental, intergovernmental, and non-governmental partners to manage migration in an orderly manner and under conditions that preserve human dignity. Its goals include promoting international cooperation on migration, facilitating practical solutions to migration issues, and providing humanitarian assistance to migrants in need, including refugees and internally displaced persons. IOM has been present in Morocco since 2001 and established a mission in Rabat in 2007.

Implemented for four decades by the International Organization for Migration (IOM), the Assisted Voluntary Return and Reintegration (AVRR) Program provides humanitarian, administrative, logistical, and financial assistance to vulnerable and distressed migrants who choose to voluntarily return to their countries of origin. In Morocco, the AVRR Program has enabled thousands of distressed migrants to return to their home countries since 2005, when they are unable to do so on their own.

The Reintegration Project Assistant will contribute to providing supports to several hundred of Moroccans in their process of sustainable reintegration upon return.

## ***Core Functions / Responsibilities:***

1. The Project Assistant will work under the direct supervision of the Senior Reintegration Project Assistant of Moroccan Returnees and the overall supervision of the AVRR Project Officer.
2. He/she will be responsible for:
3. Assisting in the implementation and monitoring of reintegration project activities.
4. Collecting, compiling, summarizing, analysing, and presenting information/data on the beneficiaries' reintegration activities.
5. Monitoring budget expenditures; verifying fund availability and maintaining proper records of approved project budgets and revisions, in close collaboration with the finance team.
6. Acting as the focal point for administrative coordination of project implementation, involving extensive liaison with various organizational units and external parties to initiate requests, obtain necessary approvals, process, and track administrative actions, etc., especially for the implementation of reintegration projects.
7. Assisting in report writing, identifying challenges in achieving objectives, bringing them to the attention of the supervisor, and suggesting corrective actions. Preparing and updating reports, briefing notes, graphs, statistical tables, presentations, and other forms of documentation.
8. Attend meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors, and other relevant stakeholders for the project.
9. Conduct interviews with vulnerable migrants who seek IOM assistance for voluntary return or reintegration, to provide personalized support and implementation of reintegration projects, in coordination with the Senior Project Officer.
10. Maintain regular communication with various beneficiaries, partners, and reintegration advisors.
11. Assist in the logistical organization of capacity-building activities planned within the project.
12. Perform any other tasks that may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Holding a bachelor's degree in social sciences, political science, international relations, development cooperation, migration, human rights, law, or a related field with three years of professional experience in the aforementioned areas.
- Or a high school diploma with five years of relevant professional experience.

## **Experience**

- Experience in collaborating with government authorities, national/international institutions, United Nations agencies, and non-governmental organizations.
- Experience working on migration or the protection of vulnerable individuals, or issues related to international cooperation.
- Prior experience working with international humanitarian organizations, non-governmental or governmental institutions/organizations in a multicultural setting is an advantage.
- Thorough knowledge of the Moroccan institutional system, the United Nations, and associative work in Morocco.
- Experience in project management, monitoring, and evaluation.

## **Skills**

- Proficiency in Microsoft Office tools (Word, Excel, Outlook) and Monitoring & Evaluation (M&E) tools.
- Excellent communication skills.
- Ability to work in a multicultural environment.
- Analytical and synthesis skills.
- Team spirit and the ability to work independently.
- Be prepared to work flexible hours.

## **Languages**

For all applicants, fluency in French and English is required (oral and written). Working knowledge of Arabic is highly desirable/mandatory.

## ***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 are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to [oimrecrute@iom.int](mailto:oimrecrute@iom.int), by August 30<sup>th</sup>, 2023 at the latest, referring to this advertisement. The application email subject should be « **Reintegration Project Assistant** ».

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 16.08.2023 to 30.08.2023