



International Organization for Migration (IOM)  
The UN Migration Agency

## SVN 2023 / 009

### Open to Internal and External Candidates

Position Title : **Senior Project Assistant**  
Duty Station : **Rabat, Morocco**  
Classification : **G6**  
Type of Appointment : **Special short-term graded, nine months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **September 7<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:**

Under the overall supervision of the Protection Officer and direct supervision of the Program Manager for Counter Trafficking and in collaboration with relevant members of the Protection Unit, the successful candidate will assist the program manager in the implementation of activities, coordination and reporting related to the project entitled "protection and reintegration of victims of trafficking" funded by the U.S. State Department, and with other activities related to the counter-trafficking portfolio.

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

1. Assist in the planning, coordination, implementation and monitoring of project activities.
2. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget implementation and propose adjustments as necessary.

4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
5. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, and other forms of documentation.
7. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
8. Respond to complex information requests and inquiries; maintain the E-Drive up to date with all documentation related to the project and counter-trafficking activities.
9. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
10. Monitor work of implementing partners and report any non-compliance to the supervisor.
11. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
12. Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
13. Perform other related duties as assigned.

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

### **Education**

School diploma with six 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 four years of relevant professional experience.

### **Experience**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Skills**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.

- Knowledge of financial rules and regulations.
- Analytical and synthesis skills.
- Reporting and coordination skills.

## **Languages**

For all applicants, fluency in French and English is required (oral and written). Working knowledge of Arabic is an advantage.

## **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.
- 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 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 2**

- 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.

## ***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 [iomrecrute@iom.int](mailto:iomrecrute@iom.int), by September 7<sup>th</sup>, 2023 at the latest, referring to this advertisement. The application email subject should be « **Senior 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 24.08.2023 to 07.09.2023