



International Organization for Migration (IOM)

The UN Migration Agency

## VN 2023 / 004

### Open to Internal and External Candidates

Position Title : **Senior Reintegration Project Assistant**  
Duty Station : **Rabat, Morocco**  
Classification : **G7**  
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 Senior Reintegration Project Assistant will be in charge of coordinating/monitoring/implementing supports to several hundred of Moroccans in their process of sustainable reintegration upon return.

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

Under the overall supervision of the Protection Officer and the direct supervision of the AVRR Project Officer, the Senior Reintegration Project Assistant will (specifically through the following) :

1. Independently lead and coordinate the implementation of the projects targeting reintegration of Moroccan from their return; monitor implementation of the activities to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field.
2. Regularly research, follow-up, compile, analyse and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues in terms of return and reintegration for the consideration of appropriate parties.
3. Monitor budget expenditures; verify availability of funds and maintain a proper record of approved project budgets and their revisions in close collaboration with finance team.
4. Coordinate and monitor the financial, administrative and technical aspects of the project in line with IOM policies and donor requirements.
5. Plan, coordinate and conduct capacity building workshops for relevant internal and external parties.
6. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
7. Coordinate the preparation of correspondence, briefing notes, presentations, narrative and financial reports; ensure status reports are prepared and submitted in a timely manner.
8. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects.
9. Supervise and provide guidance and training to reporting reintegration staff.
10. Perform other related duties as assigned.

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

#### **Education**

- 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; or.
- School diploma with seven years of relevant 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 [aimrecrute@iom.int](mailto:aimrecrute@iom.int), by August 30<sup>th</sup>, 2023 at the latest, referring to this advertisement. The application email subject should be « **Senior 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