



International Organization for Migration (IOM)

The UN Migration Agency

## VN 2023 / 011

### Open to Internal and External Candidates

Position Title : **Senior Grants Assistant**  
Duty Station : **Rabat, Morocco**  
Classification : **G6**  
Type of Appointment : **One-year Fixed term (under funding confirmation) with possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **October 15<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 direct supervision of the Grant officer the successful candidate will be supporting the Grants and procurements departments for organizing and implementing all aspects of grants management at IOM Morocco including all grants of the IOM Country Office (CO) in Morocco

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

1. Support the preparation, tracking and control of relevant proposals including for grant and procurement management, verifying that all processes follow donor regulations and IOM rules and procedures.
2. Support the necessary administrative structures, systems, and processes to facilitate grants transparency and a smooth implementation of the initiatives.

3. Verify that all procurement contracting processes and grant allocation processes are in full compliance and all activities are up to date with donor and IOM reporting and auditing requirements.
4. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops for Implementing partners.
5. Support and monitor a full inventory of costs for each specific grant and support the coordination of program financial reporting and monitoring.
6. Keep respective Project Manager(s) abreast of the estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions; ensure all expected merchandise is received in accordance with Purchase Order (PO) specifications, and that all goods are in good condition.
7. Undertake field travels to program sites to perform procurement and logistics/Grant evaluations.
8. Support the establishment of a monthly reporting system of programmatic activity and grant expenditure updates, for the CO, the donors and other counterparts as required.
9. Produce/support on thematic reports, dashboard and develop reporting templates and refine existing mechanisms as required to ensure appropriate institutional memory in grants activities and management.
10. Perform such other duties as may be 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 Civil Society organization CSO's 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.

## Languages

- Language required for the position, for example: Fluency in English and French (oral and written).
- Desirable languages, for example: Working knowledge of Arabic.

## ***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 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.

***How to apply:***

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees “current and previous direct supervisors”) to [oisrecrute@iom.int](mailto:oisrecrute@iom.int), by October 15<sup>th</sup>, 2023 at the latest, referring to this advertisement. The application email subject should be « **Senior Grants 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 02.10.2023 to 15.10.2023