



International Organization for Migration (IOM)  
The UN Migration Agency

## VN 2024 / 004

### Open to Internal and External Candidates

Position Title : **Senior Project Assistant – Counter Trafficking**  
Duty Station : **Rabat, Morocco**  
Classification : **G7**  
Type of Appointment : **One-year Fixed term with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **March 12<sup>th</sup>, 2024**

*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 Chief of Mission and Head of Protection Unit and the direct supervision of the Program Officer for Counter Trafficking (CT) and Child Protection (CP), the Senior Project Assistant of the CT Unit of IOM in Morocco will support the Program Officer with the implementation of the CT projects and their activities, in coordination with relevant units at IOM, the United Nations organizations and relevant stakeholders. The Senior Project Assistant – Counter trafficking, in direct liaison with the Program Officer, will ensure overall coordination including planning, implementation, monitoring, evaluation, and reporting.

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

1. Lead and coordinate the implementation of the counter trafficking projects within the counter trafficking unit in direct liaison with the Program Manager for counter trafficking; 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 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.
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 staff.
10. Perform other related duties as 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**

- 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**

Position specific skills, for example:

- 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: Fluency in English and French (oral and written).
- Desirable languages: Working knowledge of Arabic.

### **Required Competencies**

#### **Values**

all IOM staff members must abide by and demonstrate these three 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 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.

***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 March 12<sup>th</sup>, 2024 at the latest, referring to this advertisement. The application email subject should be « **Senior Project Assistant – Counter Trafficking** ».

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 27.02.2024 to 12.03.2024