



International Organization for Migration (IOM)

The UN Migration Agency

## VN 2024 / 007

### Open to Internal and External Candidates

Position Title : **Project Assistant - LMI**  
Duty Station : **Rabat, Morocco**  
Classification : **G4**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **March 24<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:**

Through the promotion of international dialogue and the development of partnerships with institutions, authorities and the private sector, the Migration, Development and Governance (MDG) Unit implements projects related to the integration of migration into national and local development policies, the employability of migrants, the strengthening of human capital through labor migration programs, the engagement of the diaspora with the country of origin, the migration environment and the link with climate change. In addition, the Unit has produced data and research focused on policies related to the migration context in Morocco.

For several years, IOM has been involved in numerous projects in the field of Migration and Development, specializing in strategic sub-areas such as "Labor Mobility and Social Inclusion (LMI)", "Fair recruitment" but also "Diaspora". It is in this context that IOM Morocco implements various projects aimed at promoting the socio-economic integration of migrants in Morocco and the commitment of Moroccan citizens in the world, through the production of knowledge and capacity building of relevant actors, such as the private sector, public institutions and civil society.

The start of new projects in the field of labor mobility and student marks a new phase for IOM Morocco: "Towards a holistic approach to the governance of labor migration and

mobility in Africa du Nord (THAMM) +” with the general objective of improving migration and legal mobility; and “Y-MED” facilitating the mobility of Moroccan students and trainees to Spain and Italy.

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

The Project Assistant based at IOM Rabat will work under the overall supervision of the Programme Officer – Migration, Development and Governance (MDG) and under the direct supervision of the Senior Project Assistant – LMI who leads projects in the themes mentioned above, particularly in the field of labor and student mobility. The work of the Project Assistant will as follows :

1. Assist the Senior Project Assistant - LMI in the implementation of projects in accordance with the work plan and project documents and, in particular, in the administrative and technical aspects of projects ;
2. In close coordination with the mission's Grant Management and Supply Chain Officer, support the coordination with implementing partners for the implementation of activities related to the themes mentioned above ;
3. Contribute to the preparation of narrative and financial reports for donors, as well as minutes of working meetings and other required documents on all project activities ;
4. Prepare draft of communication tools as well as work on all other tasks related to the production of visibility materials ;
5. Arrange the LMI project staff duty travels including the preparation of the Travel Authorizations; assure that Security Clearances are requested and received; book hotels and transport and prepare and submit to finance travel claims and follow up about their payment.
6. Support the logistics and the organization for all the events planned within the framework of the projects ;
7. Support the timely processing of the financial aspects of the activities related to LMI projects including contracts with service providers, procurement of required items, processing of payments, submission of reports and all related documentation, and ensuring the timely payment to all suppliers.
8. Follow-up on documents (including purchase requests, purchase orders, requests for payments, vouchers, HR forms) and correspondence for signature, and liaise with IOM staff as needed.
9. Conduct field visits as required by the project ;
10. Any other task that may be assigned by the supervisor.

### ***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 two years of professional experience in the aforementioned areas.
- Or a high school diploma with four years of relevant professional experience.

## **Experience**

- A minimum of two (2) years of qualified experience in development and migration, with particular interest in labor migration, integration policies, strategies, program development and implementation
- Experience in collaborating with government authorities, national/international institutions, United Nations agencies, and non-governmental organizations in a multicultural setting is an advantage.
- Experience in project management, monitoring, and evaluation.

## **Skills**

- Knowledge and experience in working with PRIMA and PRISM is an advantage.
- Computer skills, especially in MS Office applications such as MS Word, MS Excel, MS PowerPoint, MS Teams and web related tools.
- Good knowledge/practice of 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 this position, fluency in French and English is required (oral and written). Working knowledge of Arabic is highly desirable.

## ***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.

### ***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 [imrecrute@iom.int](mailto:imrecrute@iom.int), by March 24<sup>th</sup>, 2024 at the latest, referring to this advertisement. The application email subject should be « **Project Assistant - LMI** ».

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 11.03.2024 to 24.03.2024