



International Organization for Migration (IOM)

The UN Migration Agency

VN 2024 / 006

Open to Internal and External Candidates

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

Closing Date : **March 24th, 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:

Under the overall supervision of the Head of Programmes and the direct supervision of the Programme Officer - Migration, Development and Governance (MDG), the successful candidate will be responsible for the coordination and implementation of the mission’s LMI portfolio (mainly THAMM+ and Y-MED). The work of the Senior Project Assistant will be as follows:

1. Independently lead and coordinate the implementation of the project; 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

- 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 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 aimrecrute@iom.int, by March 24th, 2024 at the latest, referring to this advertisement. The application email subject should be « **Senior 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