



International Organization for Migration (IOM)
The UN Migration Agency

SVN 2024 / 002

Open to Internal and External Candidates

Position Title : **Project Associate**
Duty Station : **Rabat, Morocco**
Classification : **G5**
Type of Appointment : **Special Short-Term Graded, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **December 15th, 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:

The International Organization for Migration (IOM) is the leading inter-governmental Organization in the field of migration, and is dedicated to promoting safe, orderly, dignified migration for the benefit of all. Present in Morocco since 2007, IOM works in close collaboration with government authorities, institutional entities, the private sector, international partners, United Nations agencies, as well as the academic world and civil society to address migration issues through a holistic and concerted approach. To this end, IOM Morocco and its partners work together at regional, national, and local levels to generate the benefits of migration for the sustainable development of Morocco.

Under the overall supervision of the Head of Programmes (HoP); and direct supervision of the Protection Officer; and, in collaboration with relevant units within the mission, notably the Health unit, the successful candidate will be responsible and accountable for supporting the implementation of activities related to the Protection portfolio, in particular in the framework

of the Comprehensive Protection Programme (CPP), funded by the Ministry of Foreign Affairs of the Netherlands. The project is unique in that it aims to provide a comprehensive approach responding to varying needs across the country, for different types of migrant and host communities, and varying geographical locations and therefore varying contexts. All interventions are aimed at providing a safe and stable environment for migrants and host communities, hence multiply durable socio-economic opportunities, and limit the risks undertaken through irregular journeys towards Europe.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
10. Provides guidance/training to new/junior staff (notably interns).
11. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- School diploma with five 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 three 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 of protection related challenges faced by migrants in situation of vulnerability and of protection services available in Morocco;
- Knowledge and skills related to the implementation and monitoring of protection related projects or programmes;
- Experience with coordination with various stakeholders, including institutional partners;
- Knowledge of administrative and financial rules and procedures.

Languages

- For this position, fluency in French and English is required (oral and written).
- Working knowledge of Arabic is highly desirable.

Required Competencies

The incumbent is expected to demonstrate the following values and 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 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.

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, by December 15th, 2024 at the latest, referring to this advertisement. The application email subject should be « **SVN 2024/002 Project Associate** ».

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 02.12.2024 to 15.12.2024