



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Project Associate – Protection and AVM (Assistance to Vulnerable Migrants) Unit
Position Grade	G.4
Duty Station	Rabat, Morocco
Position Number	TBC
Job Family	Protection and AVM (Assistance to Vulnerable Migrants)
Organizational Unit	10015282 – Protection and Resilience
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	N/A – Pre-classified
Reports directly to	20106908 - National Programme Officer - AVM (Assistance to Vulnerable Migrants) Unit
Number of Direct Reports	NA

SECTION 2

Organizational Context and Scope

The International Organization for Migration (IOM) is an intergovernmental organization, created in 1951, which occupies a leading position on the migration scene. With 157 Member States in addition to 10 other States with observer status, and with offices in more than 100 countries, it works closely with its governmental, intergovernmental and non-governmental partners to manage migration in a good order and under conditions that preserve human dignity, promote international cooperation on the migration scene, facilitate the search for practical solutions to migration problems and offer humanitarian assistance to migrants in need, including refugees and internally displaced persons. IOM has been present in Morocco since 2001 and opened the mission in Rabat in 2007.

The Project Associate will be responsible for supporting the implementation and monitoring of activities within the Protection and Assistance to Vulnerable Migrants Unit. Additionally, this role will

assist with administrative coordination for project execution, including liaising with various organizational units and external parties to initiate requests, secure necessary clearances, and process as well as follow up on administrative actions related to the unit's projects.

SECTION 3

Responsibilities and Accountabilities

1. Assist in the implementation and monitoring of protection and assistance to vulnerable Migrants unit project activities.
2. Retrieve, compile, summarize, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Support administrative coordination of project implementation, involving 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 and bringing them to the attention of the supervisor.
6. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
7. Organize meetings, workshops and training sessions.
8. Respond to general information requests and inquiries; set up and maintain files/records.
9. Perform other related duties as assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- School diploma with four 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 two 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

- Experienced in the region of Middle East and North Africa;
- Previous experience in project follow-up and monitoring;
- Experience working with vulnerable groups is an advantage.

SECTION 5

Languages¹

IOM's official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in Arabic and French is required (oral and written).

DESIRABLE

Working knowledge in English

SECTION 6

Competencies²

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

¹ As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization's official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN.

² Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SECTION 7

Signatures

1 st Level Supervisor	Date
National Programme Officer - AVM (Assistance to Vulnerable Migrants) Unit	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.