



## Open to Internal and External Candidates

Position Title : **Project Implementation Assistant**  
Duty Station : **NO - Buenos Aires, Argentina**  
Classification : **G4**  
Type of Appointment : **SST Graded, six months with possibility of extension**  
Start Date : **May 12<sup>th</sup>, 2022**  
  
Closing Date : **May 26<sup>th</sup>, 2022**

*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 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 Head of Office and the direct supervision of the Project Manager, in close coordination with the Project Development and the Policy and Liaison Units, the Project Assistant will be responsible for supporting the implementation of IOM projects and initiatives. In particular, the position will be responsible for supporting the implementation of the project “Strengthening the Capacity of Local Governments to Mainstream Migration into Local Development Policy”, funded by IOMs Development Fund, together with other initiatives carries out by the National Office for the advancement of migration governance in the country.

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

1. Assist in the overall implementation of the project “Strengthening the Capacity of Local Governments to Mainstream Migration into Local Development Policy”, together with other initiatives of priority, in coordination with all units (finance, procurement, M&E, communication, project development, policy and liaison).
2. Support the revision of narrative and financial reports, according to the donors’ and IOM’s internal requirements.

3. Assist the Project Manager in the follow-up of work plans and all the aspects of the execution of the project activities to comply with the optimal allocation and management of resources, in accordance with the internal procedures of IOM, its norms and policies.
4. Contribute to the preparation of documents, collection of information and provide support, whenever necessary, on programmatic issues.
5. Participate in seminars, workshops, meetings and other events scheduled by the IOM - Programs and Projects Unit.
6. Support the Project Manager in the inclusion of cross cutting themes (gender perspective, human rights-based approach, accountability to affected populations, humanitarian-development nexus, etc.) across the project operational plan.
7. Provide general support in the development of projects and other activities related to the Project Development Unit.
8. Perform any other duties as may be assigned by the Project Manager.

### ***Required Qualifications and Experience***

#### **Education**

- High school diploma with four years of experience. Or;
- University degree in Sociology, Political Science, International Relations or similar from a recognized academic institution with two years of experience.

#### **Experience**

- Professional experience: at least two years in activities related to the implementation of social programs and/or projects, international cooperation actions, work or social programs and/or humanitarian assistance.
- Knowledge and experience with international organizations will be considered an advantage.

#### **Languages**

Fluency in English and Spanish is required. Fluency in French is 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: maintain 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**

- 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 via mail (CV and cover letter) to the following address: IOMNOBueVacancies@iom.int, by May 26<sup>th</sup>, 2022 at the latest.

Please send your application with the following text as email subject: *VacanteNO/7-2022 – Project Implementation Assistant.*

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 12.05.2022 to 26.05.2022



