



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Senior Country Project Assistant EU-IOM JI
Position grade	G6
Duty station	Algiers, Algeria
Position number	20052601
Job family	Migrant Protection and Assistance (MPA)
Organizational unit	10000325
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	June 2021
Reports directly to	Project Officer/Joseph Dueck
Number of Direct Reports	3
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>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.</p> <p>IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.</p> <p>The EU-IOM Joint Initiative for Migrant Protection and Reintegration in North Africa – project, focuses on 5 priority countries, namely Algeria, Egypt, Libya, Morocco, and Tunisia. The project aims to improve protection and enable the voluntary return of stranded migrants and migrants in transit in North Africa; to support targeted countries to enhance the sustainability of reintegration through an integrated approach addressing economic, social, and psychosocial dimensions, and to increase the capacities of North African countries and relevant stakeholders to develop or strengthen return and reintegration policies and processes, including identification and referral.</p> <p>Under the direct supervision of the Project Officer and overall supervision of the Head of Programmes, the successful candidate will support the implementation of Assisted Voluntary Returns to and from Algeria to countries of origin under the EU-IOM Joint Initiative project.</p>	

III. RESPONSIBILITIES AND ACCOUNTABILITIES

In particular, the Incumbent will be responsible for the following tasks:

1. Assist in the planning, coordination, implementation and monitoring of project activities.
2. Assist the Project Officer in communicating and coordinating with the return target countries, Regional Offices in Cairo and Brussels, as well as Headquarters.
3. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
4. Monitor budget implementation and propose adjustments as necessary.
5. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units, in particular Resource Management Unit (RMU) and Assisted Voluntary Return and Reintegration (AVRR) Unit, Protection Unit and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
6. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
7. Draft and translate correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation and visibility material.
8. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
9. Respond to complex information requests and inquiries including the verification of data consistency between respective databases; set up and maintain files/records in SharePoint and ensure the integration and harmonization of cases into IOM's Migrant Management Operational System Application (MIMOSA) and other mission specific databases and tools;
10. 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.
11. Monitor work of implementing partners and service providers and report any non-compliance to the supervisor.
12. Follow up on the finalisation of Standard Operations Procedures (SOP) including relevant (technical) working groups or other fora of exchange as well as the implementation of referral mechanism for Assisted Voluntary Return (AVRR) from Algeria.

13. Draft concept papers and provide general support for the development of new projects.
14. Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
15. Prepare communication and visibility material in coordination with RO Cairo and according to institutional guidelines.
16. Carry out field mission in target countries and/or across Algeria to monitor project activities, as per need.
17. Perform other related duties as assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Bachelor degree or equivalent from an accredited academic institution, preferably in Political or Social Sciences, Development Studies, Human Rights, International Relations, Law Studies and/or related field with 4 years of work experience in programme implementation and administrative and financial support, particularly in the fields of migration and technical cooperation. Or alternatively, a High School Diploma in one of the afore mentioned fields with 6 years of relevant work experience;
- Post graduate studies in any of these fields would be a distinct advantage;

EXPERIENCE

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Direct or indirect supervision of staff is considered as an advantage.
- Active implementation of projects and experience in preparation narrative and financial reports at both internal and external level a distinctive advantage.
- Experience in working with migrants, refugees, victims of trafficking and other vulnerable groups is advantageous;
- Knowledge and understanding of the migration issues in the region and/ or from an academic perspective in a broader sense is an advantage;
- Previous experience with regional programmes and/or working with different countries in North Africa is an asset;

- Familiar with donor requirements and implementation of EU-funded projects, considered as distinctive advantage.

SKILLS

- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility;
- Excellent computer skills and a high level of proficiency in spreadsheet (Excel), database applications, and data collection tools;
- Computer/software literate, preferably knowledgeable in Microsoft Office, particularly Microsoft Excel, and survey tools (Kobo), are and an advantage;
- Strong written and verbal communication skills.

V. LANGUAGES

Required (specify the required knowledge)	Desirable
Fluency in English and French (oral and written).	Working knowledge of Arabic

VI. COMPETENCIES¹

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

Values - all IOM staff members must abide by and demonstrate these three 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 3*

- 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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators *level 3*

- 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.

SIGNATURES:

Notes:

Appointment is subject to funding confirmation.

The appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested national candidates or candidates holding the Algerian residence and valid working permit are invited to submit their applications via email to hralgiers@iom.int by 17/6/2021 at the latest, referring to SVN/2021/008

In order for an application to be considered valid, IOM only accepts documentation duly completed (resume and intention letter).

Only shortlisted candidates will be contacted.

POSTING PERIOD: 03/6/2021 to 17/6/2021