

Project Assistant -IBM (G5)

VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Project Assistant- Immigration and Border Management (IBM)**
Reference No : **VN/UG/019/2022**
Duty Station : **Kampala, Uganda**
Classification : **General Service (G5)**
Type of Appointment : **One Year Fixed Term, 1 year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **17th November 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 candidates are eligible to apply to this vacancy and are considered as first-tier candidates

ORGANIZATIONAL CONTEXT AND SCOPE

IOM's Immigration and Border Management (IBM) Division supports Member States in improving the policy, legislation, operational systems, human resources, and administrative and technical structures required to respond more effectively to diverse migration and border management challenges. Immigration and Border Management (IBM) activities are in line with IOM's commitment to facilitate orderly, safe, and regular migration and mobility.

Under the overall supervision of the Chief of Mission, the direct supervision of the Senior Project Assistant, and in coordination with relevant units in IOM headquarters and the Regional Office (RO) for the East and Horn of Africa, the Project Assistant will be responsible for supporting the implementation of IBM projects, supporting the effective and efficient realization of objectives and providing administrative support to the Mission as needed.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of the IBM 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.
11. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political Science, International Relations, Law, Social Science, or similar field from an accredited academic institution, with at least 3 years of specific professional experience.
- or**
- High school diploma with five years of relevant professional experience.

Experience

- Experience implementing IBM projects.
- Knowledge of border management strategies and policies.
- Experience liaising with donors, government officials and other stakeholders. and a proven track record of resource mobilization.
- Ability to prepare clear and concise reports.
- Knowledge and experience working with IOM's administrative procedures is a distinct advantage.
- Excellent, writing and communication skills.

Skills

- Clear and concise communication in writing (English).
- Excellent planning, organizational and time management skills.
- Attention to details.

- Solid computer skills, including proficiency in MS Office Packages (Office, Excel, Power Point, SharePoint, Adobe Pro, Zoom, Outlook)

Languages

- Fluency in English
- Working Knowledge of any other UN languages.

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:** 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 – behavioral 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 action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

How to apply:

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to huganda@iom.int no later than **17th November 2022**. Reference Number and Position Title: **VN/UG/019/2022 – Project Assistant-Immigration and Border Management (IBM)** should be specified in the SUBJECT field.

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

Posting period:

From 03rd November 2022 to 17th November 2022

