

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Project Assistant – Immigration and Border Governance -1 Position**
Reference No : **SVN/UG/006/2024**
Duty Station : **Kampala, Uganda**
Classification : **General Service**
Type of Appointment : **Special Short Term (6 Months)**
Estimated Start Date : **As soon as possible**
Closing Date : **28th August 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 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

Background and Context:

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's Immigration and Border Governance (IBG) 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 Governance (IBG) 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 IBG 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 IBG 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 5 years of relevant experience

Experience

- Experience implementing IBG projects.
- Knowledge of Border Governance 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

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.
- Knowledge of International Public Sector Accounting Standards (IPSAS).

Languages

- For all applicants, fluency in English is required (oral and written).

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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

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:

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 klarecruitment@iom.int no later than **28th August 2024**. First Name, Reference Number and Position Title i.e. (**John–SVN/UG/006/2024 – Project Assistant (Immigration and Border Governance)**) should be specified in the SUBJECT field.

Required: After sending your application through hruganda@iom.int. **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using the link: - [Pre-Screening Form](#)

Applications from qualified female candidates are highly encouraged.

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

Posting period: From 20th August 2024-28th August 2024