

VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Senior Project Assistant (Labour Mobility and Social Inclusion)-G6**
Reference No : **VN/UG/002/2024**
Duty Station : **Kampala, Uganda**
Classification : **General Service**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **As soon as possible**
Closing Date : **8th April 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:

The Labour Mobility and Human Development Division is responsible for providing policy, regulatory and operational guidance in matters related to labour and human mobility facilitation, integration and social cohesion, and migration as an enabler of sustainable development in line with the 2030 Agenda for Sustainable Development. It is also the custodian of the IOM Institutional Strategy on Migration and Sustainable Development. It also supports the implementation of programmes to help creating an environment in which migrants can support their societies and develop their individual and collective potential in order to contribute to sustainable development and poverty reduction for the benefit of migrants, their families and communities, and of the countries of origin and destination.

Under the overall supervision of the Chief of Mission and the direct supervision of the National Programme Officer (NPO) the selected candidate will be responsible of the following activities:

Core Functions / Responsibilities:

1. Provide specialized support to the LMI NPO in the overall implementation of the BRMM project and the other initiatives related to remittances and diaspora engagement in a timely manner, in carrying out its technical, financial, and administrative aspects, in compliance with IOM's policies and donor requirements.
2. Liaise with government institutions and other UN agencies and technical partners on issues pertaining to labour mobility and human development and maintain positive collaborative and working relations. Effectively communicate and follow up with appropriate partners as required.
3. Coordinate the knowledge management aspects of the unit and facilitate information sharing on LMI unit activities with stakeholders.

4. Assist in preparing periodic narrative progress, field, interim and final reports for the LMI projects based on IOM and donor formats, in close coordination with the relevant colleagues and endorsed by the Head of Programme and Policy Development before submission.
5. Act as the unit focal point in the Social Protection Development Partners Working Group and keep the LMI NPO update on the key strategic development of the working group.
6. Participate in the preparation and development of concept notes, project proposals, and corresponding budgets.
7. Drafting talking points, speeches, press releases and position papers pertaining to LMI activities in Uganda.
8. Conduct field and desk research of local context on LMI issues and prepare background information to support the development of new project proposals.
9. Maintain effective professional relationships with stakeholders (government, civil society, Employers' Associations, trade union and private sector) and IOM.
10. Contribute to the LMI Unit fundraising efforts, related to labour migration governance, to secure the sustainability of projects and initiatives under this area.
11. Facilitate inter-agency coordination meetings on border management issues and participate in relevant conferences, workshops, steering committees, policy, and technical working groups, as well as other forums to ensure proper coordination and presentation of LMI activities.
12. Regularly communicate with the LMI NPO and internal units to ensure proper coordination and timely follow-up on all activities and requests.
13. Coordinate the unit's procurement of various equipment / supplies / services, etc. and prepare the relevant project purchase requisitions in compliance with IOM's Procurement policies and procedures.
14. Coach and guide junior colleagues and interns
15. Undertake duty travel as requested.
16. Perform such other duties, as required

Required Qualifications and Experience

Education

- University degree from an accredited academic institution in Social/Political Sciences, International Relations, Business administration or a related field from an accredited academic institution with 4 years of relevant professional experience.
- Higher Secondary School in Social/Political Sciences, International Relations, Business administration or a related field from an accredited academic institution with 6 years of relevant professional experience

Experience

- Experience in coordination and liaising with governmental authorities and local communities, as well as national institutions essential;
- Experience in liaison with UN and non-UN humanitarian actors;
- Experience in working in a challenging environment, project management, logistics and administrative and financial management an advantage.
- Experience in one of the organizations of the UN Common System and field experience are a distinct advantage.
- Broad LMI Sector knowledge and/or field experience in the areas of humanitarian action or the development field is an asset.

- Excellent handling of sensitivities, socio-cultural, and political issues and a high sense of tact and diplomacy skills

Skills

- Computer literacy, including proficiency in MS Office programmes, social media, and knowledge of SharePoint or other collaboration and knowledge management platforms is an advantage.
- Knowledge of financial management systems is an advantage.
- Experience planning, organizing and facilitating meeting and training
- Excellent coordination, and information management skills.
- Detailed knowledge of the Labour Migration and Social Inclusion portfolio.
- Good knowledge of human and financial resources management.
- In-depth conceptualization, analytical and writing skills.
- In-depth communication, organizational and interpersonal skills.
- Ability to meet deadlines and work under pressure with minimum supervision;

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.

Managerial Competencies - Behavioral indicators – *Level 2*

- **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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

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 huganda@iom.int no later than **08th April 2024** Reference Number and Position Title (**VN/UG/002/2024 – Senior Project Assistant (Labour and Social Inclusion)**) should be specified in the SUBJECT field.

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

Applications from qualified female candidates are especially encouraged.

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

Posting period: From 26th March 2024-08th April 2024