

**Senior Project Assistant (Ethical recruitment, employment, and skills)
(G6)**

VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Senior Project Assistant (Ethical recruitment, employment, and skills)**
Programme : **Labour Mobility and Inclusion (LMI)**
Reference No : **VN/UG/004/2024**
Duty Station : **Kampala, Uganda**
Classification : **General Service (G6) 1 Position**
Type of Appointment: **Fixed term, one year with possibility of extension**
Estimated Start Date: **As soon as possible**
Closing Date : **08th 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 candidates are eligible to apply to this vacancy and are considered as first-tier candidates

ORGANIZATIONAL CONTEXT AND SCOPE

The International Organization for Migration (IOM) is committed to ensuring orderly and humane governance of migration, promoting international cooperation on migration issues, and assisting in the search for practical solutions to migration issues.

Recruitment is a vital first step in the facilitation of labour migration. When labour recruiters operate ethically, their services benefit migrants and their communities, employers in need of foreign workers, and governments in both countries of origin and destination. Understanding this dynamic, IOM initiated IRIS in 2014. IRIS is designed to promote ethical recruitment and transform the prevailing business model in the industry, which rests on the exploitation of migrant workers.

Under the overall supervision of the Head of Programme and Policy Development and the direct supervision of the National Programme Officer (NPO), the selected candidate will be responsible of the following activities.

Core Functions / Responsibilities:

1. In the context of the ongoing project “Promoting Ethical Recruitment in the Hotel and Tourism Industry Sector: Scaling Engagement and Enhancing Impact”, support the National Programme Officer (LMI) in the communication and follow-up with the IRIS Secretariat Team at IOM HQ and the LMI unit in IOM Country Office (CO).

2. Assist the LMI NPO in sharing information between the IRIS Secretariat at IOM HQ, the LMI Unit and IRIS stakeholders in the country and, as appropriate, other stakeholders.
3. Provide specialized assistance the LMI NPO in the implementation of project activities related to the project “Promoting Ethical Recruitment in the Hospitality and Tourism Industry” including stakeholder engagement, advocacy for ethical recruitment, and event planning.
4. Ensure the timely drafting and submission of the project reports in close coordination with the LMI NPO, the M&E, and finance teams.
5. Coordinate the engagement with employers and employer associations, civil society actors; and government counterparts; through outreach meetings, and consultations.
6. Coordinate the logistic organization of IRIS training workshops, as per IRIS engagement, and assist the LMI NPO roll-out strategy.
7. Maintain up-to-date records of all IRIS engagement with local stakeholders, including recruitment agencies and associations, employers, CSOs and Trade Unions as well as government counterparts.
8. Support the LMI NPO’s initiative and activities under skills and youth employment.
9. Maintain effective professional relationships with stakeholders (government, civil society, and private sector) and IOM.
10. Contribute to the LMI Unit fundraising efforts, related to ethical recruitment, youth employment, and skills development to secure the sustainability of projects and initiatives in this area.
11. Coordinate closely with the RMU for any issues related to finance and procurement relevant to the project.
12. Regularly communicate with the LMI NPO and internal units to ensure proper coordination and timely follow-up on all activities and requests.
13. Coach and guide junior colleagues and interns
14. Undertake duty travel as requested.
15. Perform such other duties, as required.

Required Qualifications and Experience

Education

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

OR

- 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, political issues and high sense of tact and diplomacy skills.

Skills

- 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
- Experience planning, organizing and facilitating meeting and training.

Languages

- Fluency in English is required (oral and written).

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.
- **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 2*

- **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- Behavioural 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/004/2024** –Senior Project Assistant (Ethical recruitment, employment, and skills) (**G6**) 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: 26th March 2024- 08th April 2024