

## VACANCY NOTICE (VN)

### Open to Internal and External Candidates

Position Title : **Senior Project Assistant (Diaspora Engagement) -G6**  
Reference No : **VN/UG/021/2024**  
Duty Station : **Kampala, Uganda**  
Classification : **General Service**  
Type of Appointment : **One Year Fixed Term**  
Estimated Start Date : **As soon as possible**  
Closing Date : **30 July 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 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.

Recognizing that men, women and youth often migrate for economic reasons and better employment opportunities, the Uganda National Diaspora Policy will address a policy gap pertaining to Labour mobility governance in Uganda while exploring avenues of strengthening the Diaspora Engagement of the country. In doing so, it will be a legal mechanism governing the protection of both female and male Diaspora members. Furthermore, the project “Enhancing Diaspora Engagement for an Inclusive Sustainable Socio-Economic and Climate Action for Development in Uganda” will support the government to effectively involve the diaspora population to actively participate in Uganda’s sustainable socio-economic development this will specifically support the government ministries, departments and agencies to develop a gender -sensitive and integrated diaspora engagement policy and strategic framework.

Under the overall supervision of the Head of Programme and Policy Development and the direct supervision of the National Programme Officer (NPO) -Labour Mobility and Social Inclusion (LMI), the selected candidate will be responsible of the following activities;

#### ***Core Functions / Responsibilities:***

1. Support the LMI NPO in the overall implementation of Diaspora Engagement projects in a timely manner, in carrying out their technical, financial, administrative aspects, in compliance with IOM’s policies and donor requirements.

2. Liaise with government institutions and Diaspora Associations, other UN agencies and technical partners on issues pertaining to Diaspora engagement and maintain positive collaborative and working relations.
3. Effectively communicate and follow up with appropriate partners as required.
4. Support the LMI NPO in the coordination of the consultants assigned to the two projects as well as the closely monitoring of the projects' implementation.
5. Ensure the timely drafting and submissions of the projects reports in close coordination with the LMI NPO and the M&E and finance teams.
6. Coordinate the logistic organization of the national and regional workshops as per IOM rules and guidance.
7. Maintain up-to-date records of all the projects engagement with local and foreign stakeholders, including Diaspora Associations as well as government counterparts.
8. Contribute to the LMI Unit fundraising efforts, related to regular pathways, ethical recruitment, youth employment and skills development to secure sustainability of projects and initiatives under this area.
9. Coordinate closely with the Resource Management Unit (RMU) for any issues related to finance and procurement relevant to the project.
10. Regularly communicate with the LMI NPO and internal units to ensure proper coordination and timely follow-up on all activities and requests.
11. Coach and guide junior colleagues and interns
12. Undertake duty travel as requested.
13. 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**

- 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.

## 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 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 - 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 [klarecruitment@iom.int](mailto:klarecruitment@iom.int) no later than **30 July 2024** ***First Name Reference Number and Position Title i.e. (First Name - VN/UG/021/2024 –Senior Project Assistant (Diaspora Engagement) -G6)*** should be specified in the SUBJECT field.

**Required:** After sending your application through [hruganda@iom.int](mailto:hruganda@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 17 July 2024-30 July 2024*