



VACANCY NOTICE

Open to Internal and External Candidates

Position Title	: Senior Project Assistant – Project Development, Results-Based Management, Monitoring and Evaluation
Duty Station	: IOM Helsinki, Finland
Classification	: General Service Staff, Grade G6
Type of Appointment	: One year fixed term, with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: December 4, 2023
Reference code	: FI10-VN-2023-06

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 work 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.

CONTEXT

Through its engagement in Migrant Protection and Assistance (MPA), the International Organization for Migration (IOM) works to realize IOM's commitment to address the needs, as well as to promote and uphold the rights of migrants. MPA supports these individuals and communities to access and exercise their rights. It also offers support to governments in carrying out their duties to respect, protect and fulfil these rights in accordance with international standards and practices. Among others, IOM's MPA work includes assisted voluntary return and reintegration (AVRR), and protection and assistance to vulnerable migrants (AVM), including victims of trafficking (VoTs) and unaccompanied and separated migrant children (UMSC). AVRR is one of the core areas of IOM expertise, and a field in which the organization has over 40 years of experience. IOM Finland cooperates with different governmental agencies in the area of Migrant Protection and Assistance, including by providing assistance to eligible beneficiaries to voluntarily return from to their countries of origin in a humane, safe, and dignified manner and to reintegrate in a sustainable manner.

Under the overall guidance of the Head of Office of IOM Finland, and under the direct supervision of the Programme Coordinator, the Senior Project Assistant will assist in the implementation, monitoring and further development of MPA projects in Iceland, Finland and Sweden.

CORE FUNCTIONS / RESPONSIBILITIES:

1. Assist in project development, including drafting project proposals for the Programme Coordinator's review in line with institutional templates/guidance, coordinating country-specific inputs with IOM missions in departure

countries, and ensuring – in close cooperation with IOM Finland’s Resource Management unit – consistency across results matrices and budgets.

2. Assist in developing and implementing a Monitoring and Evaluation (M&E) framework and data collection system concerning assigned projects.
3. Analyze data obtained through M&E activities and prepare detailed donor reports on findings, conclusions and recommendations.
4. Draft donor reports for the Programme Coordinator’s review, including collecting, verifying, analyzing and summarizing relevant statistical and monitoring data; and ensuring timely financial donor report submission in coordination with Resource Management team.
5. Assist in the planning, coordination, implementation and monitoring of project activities.
6. Compile, summarize, analyse, and present information/data on specific projects or topics, highlighting noteworthy issues for the consideration of appropriate parties.
7. Monitor budget implementation and propose adjustments as necessary.
8. Act as focal point for administrative coordination of project implementation, involving extensive liaison with other organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
9. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
10. Respond to complex information requests and inquiries; set up and maintain files/records.
11. Participate in meetings and conferences; assist in maintaining effective liaison and coordination with relevant authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
12. Monitor work of implementing partners and report any non-compliance to the supervisor, if applicable.
13. Provide inputs for the development of Standard Operating Procedures (SOP) and concept papers
14. Provide guidance/training and assist in coordinating and monitoring work of other staff in the unit; supervise other staff as needed.
15. Perform other related duties as assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- Bachelor’s degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience; or,
- School diploma with six years of relevant experience.

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and non-governmental entities;
- Excellent writing and drafting skills;
- Excellent administrative, organizational and coordination skills;
- Good analytical skills, strong sense of details and accuracy;
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint and Word

Languages

Required

- For this position, fluency in English and Swedish is required (oral and written).

Desirable

- Working knowledge of Finnish as well as of languages spoken by AVRR beneficiaries in the Nordic Countries.

REQUIRED COMPETENCIES

The incumbent is expected to demonstrate the following values and competencies:

Values - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintains 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 – behavioural 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 actions 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.

OTHER

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation. Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

HOW TO APPLY

Interested candidates with the required qualifications should submit a cover letter and a CV Save them in the form “Your Family Name _ Your First Name”, either as .doc or as .PDF file (e.g.: Doe_John.doc or Doe_John.PDF). Please send your cover letter and CV in one file. All applications must be addressed to the Resource Management Officer (email: iomhelsinkihr[at]iom.int) quoting the above vacancy notice number/reference code as well as the last name of the candidate.

Only shortlisted candidates will be contacted. Unfortunately, we are not able to answer phone inquiries at this stage.

POSTING PERIOD:

From 20 November 2023 to 4 December 2023