



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE SVN 018 2024

Open to Internal and External Candidates

Position title : **Senior Project Support Assistant**
Organisational Unit: **Project Support Unit**
Duty Station : **Antananarivo, Madagascar**
Classification : **GS6**
Type of Appointment : **Special Short Term three (03) months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **December 08, 2024**

Organizational 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.

Under the overall supervision of the Chief of Mission and the direct supervision of the National Project Officer, the successful candidate will be supporting the project support unit of IOM Madagascar :

Responsibilities and accountabilities

1. Provide technical support on project activities and objectives in line with global and IOM standards in close coordination with the National Project Support Officer, including participating in situational analysis, needs assessment, targeting and distribution.
2. Support drafting of concept notes, project narratives, workplans and other project-related documents in close coordination with relevant units.

3. Contribute to drafting relevant project reports including assessment reports, project progress reports and human-interest stories in coordination with the national project officer and project managers.
4. Support the coordination regularly with relevant colleagues in elaborating and implementing project plans and to support and support following up on the best utilization of project budget as well as synergies with other IOM projects.
5. Undertake regular duty travel to support monitoring project implementation and provide on-site support to the teams and verify that activities are conducted in line with donor requirements and project documents.
6. Support the preparation of draft reports, including monitoring and administrative documentation, for review by the National Project Support Officer.
7. Assist in the logistical and administrative preparations for field missions as required.
8. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
9. Perform other related duties as assigned.

Required qualifications and experience

Education

University degree in Economics, Social Sciences, Political Science or a related field from an accredited academic institution with three years of relevant professional experience; or

Completed High School from an accredited academic institution with five years of relevant professional experience.

Experience

- Experience in project development and management;
- Experience with assessment tools and reporting;
- 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

- Good knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Sound conceptualization, analytical and writing skills;
- Sound communication, organizational and interpersonal relationship skills;
- Ability to establish and maintain partnerships with development partners, government counterparts, UN agencies, local authorities and other relevant stakeholders;
- Ability to meet deadlines and work under pressure with minimum supervision; Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

Languages

Fluency in English and French

COMPETENCIES

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

Values - all IOM staff members must abide by and demonstrate these three values:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.

Core Competencies

- **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

- **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 potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

Application :

Interested candidates are invited to submit cover letter, detailed CV, educational diploma and professional experience to **iommadagascar@iom.int** no later than **December 08th 2024** - Only selected candidates will be contacted.