



Organisation internationale pour les migrations (OIM)
L'organisme des Nations Unies chargé des migrations

Special Vacancy Notice

SVN 2024 / 04 /DJ

Open to Internal and External Candidates

Position Title	:	Senior Project Assistant
Duty Station	:	Djibouti
Grade	:	G6/1
Duration of contract	:	6 months renewable
Starting Date	:	As soon as possible
Référence	:	SVN 2024 / 04 / DJ

Closing date : **18 March 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.

CONTEXT :

Under the overall supervision of the Chief of Mission in Djibouti and the direct supervision of the Project Manager, the incumbent will carry out the following duties and responsibilities.:

RESPONSABILITES :

- 1- Assist in the planning, coordination, implementation and monitoring of project activities.
- 2- Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
- 3- Monitor budget implementation and propose adjustments as necessary.
- 4- Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
- 5- Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
- 6- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
- 7- Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
- 8- Respond to complex information requests and inquiries; set up and maintain files/records.
- 9- Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
- 10- Monitor work of implementing partners and report any non-compliance to the supervisor.
- 11- Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
- 12- Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
- 13- Perform other related duties as assigned.



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REQUIRED QUALIFICATIONS AND EXPERIENCE:

- School diploma with six years of relevant experience; or,
- 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.
- 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

LANGUAGES

Excellent written and spoken English and French.

HOW TO APPLY:

Interested candidates are invited to submit applications (motivation letter, CV and PHF form duly completed) quoting the **SVN number** indicated above by email: iomdjhrd@iom.int .

Only shortlisted candidates will be contacted.