

Special Vacancy Notice

SVN 2024 / 05 /DJ

Open to Internal and External Candidates

Position Title	:	Project Clerk
Duty Station	:	Djibouti
Grade	:	G3/1
Duration of contract	:	6 months renewable (upon confirmation of funds)
Starting Date	:	As soon as possible
Référence	:	SVN 2024 / 05 / DJ
Closing date	:	11 mai 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 Program Manager, the incumbent will carry out the following duties and responsibilities.:

RESPONSABILITIES :

1. Provide general/clerical assistance in the implementation of project activities.
2. Retrieve, compile, summarize, and present information/data on specific project topics.
3. Assist in monitoring budget and updating budget related information.
4. Support administrative coordination for project implementation, involving liaison with diverse organizational units or external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions.
5. Draft status reports, correspondence, briefing notes, graphics, statistical tables, presentations, and other forms of documentation.
6. Support the organization of meetings, workshops and training sessions.
7. Respond to general information requests and inquiries; set up and maintain files/records.
8. Perform other related duties as assigned

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- School diploma with three 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 one years of relevant professional experience.

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.