



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice

VN2020-02

Open to Internal and External Candidates

Position Title : **Senior Programme Assistant**
Duty Station : **Port Louis, Mauritius**
Classification : **General Service Staff, Grade 6**
Type of Appointment : **Special Short-Term Contract, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **April 22, 2020 (republication)**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 and NMS candidates, as well as external female candidates are considered as first-tier.

Context:

Under the direct supervision of the Head of Office for Mauritius and Seychelles, and in coordination with relevant units at the Office and with the Regional Office for Southern Africa (ROSA), the incumbent will be responsible to support and coordinate the preparation, implementation and monitoring of projects' activities and participate in the overall daily office operations and administrative processes.

Core Functions / Responsibilities:

1. Assist in the planning, coordination, implementation and monitoring of projects 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.

Required Qualifications and Experience

Education

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

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in the implementation of projects of international cooperation and in project management and project development
- 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

Fluency in English and French is required; knowledge of Mauritian Creole is desirable.

Required 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 – behavioural indicators *level 3*

- 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 – behavioural indicators *level 3*

- 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.

Other

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.

Only candidates residing in the country 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 and work permit, as applicable.

The appointment is subject to funding confirmation.

Candidates who have already applied do not need to resubmit an application.

How to apply:

Interested candidates are invited to submit their applications (detailed CV, letter of motivation and Personal History (P11) form) by email to iommauritiu@iom.int, by March 27, 2020 at the latest, referring to this advertisement (VN 2020-02) in the subject line of the email application.

In order for an application to be considered valid, IOM only accepts complete applications (detailed CV, letter of motivation and Personal History (P11) form). It is compulsory for all applications to be accompanied by a Personal History (P11) form that can be downloaded here: <https://southafrica.iom.int/vacancy>

Only shortlisted candidates will be contacted.

Posting period:

From 13.04.2020 to 22.04.2020 (republication)