



Special Vacancy Notice MU10.SVN2024-03

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Port Louis, Mauritius**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Special Short Term, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **July 28, 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.

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 are considered as first-tier candidates.

Context:

As the “UN migration agency”, IOM acts with its partners in the international community to:

- Assist in meeting the growing operational challenges of migration management.
- Advance understanding of migration issues.
- Encourage social and economic development through migration.
- Uphold the human dignity and well-being of migrants.

Under the overall supervision of the Chief of Mission and direct supervision of the National Programme and Policy Officer, and in cooperation with the Programme Coordinator, Communication Assistant and the Resource Management Unit, the incumbent will be tasked to assist in the development, implementation, monitoring and reporting of projects led by the IOM Office for Mauritius and Seychelles. The Incumbent will support the work of the Programme Unit across a variety of topics related to migrant protection, assisted voluntary return & reintegration, labour mobility, maritime security, diaspora engagement, environment and climate change, and other thematic areas related to migration and development. He/she will also conduct tasks ranging from research, analysis, drafting of internal and operational documents to providing daily administrative and logistical support to the Programme Unit.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
6. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
7. Organize meetings, workshops and training sessions.
8. Respond to general information requests and inquiries; set up and maintain files/records.
9. Perform other related duties as assigned

Required Qualifications and Experience

Education

- School diploma with four 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 two years of relevant professional 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

- Excellent report writing skills (especially in English language)
- Ability to quickly and effectively collect and analyze data and produce reports
- Computer literate, with proficiency in Microsoft Office
- Skills in using web-based applications
- Strong interpersonal and communication skills
- Ability to operate effectively in diverse teams and to collaborate
- Multitasking skills

Languages

Proficiency in English, French and Mauritian Creole

Competencies¹

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 – behavioural indicators *level 1*

- 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.

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 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:

¹¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Interested candidates who meet the minimum requirements are invited to submit their applications containing a letter of motivation and a detailed up-to-date Personal History (P11) form and resume / CV, educational degrees, and copy of National Identity document by email to iommauritus@iom.int, **by 28 July 2024** specifying the reference number (MU10.SVN2024-03) on the subject line of the email.

Only complete applications (detailed Personal History (P11) form, CV, letter of motivation, educational degrees, and copy of National Identity document) will be considered. The Personal History (P11) form can be downloaded here: <https://southafrica.iom.int/careers>

Incomplete applications will be rejected. Only shortlisted candidates will be contacted.

Posting period:

From 15.07.2024 to 28.07.2024