



Vacancy Announcement - SVN/ROSA2024/01

Vacancy/Reference Number : **SVN/ROSA2024/01**
Position Title : **Project Support Assistant**
Duty Station : **IOM Regional Office Pretoria, South Africa**
Position Grade : **G4 (UN Salary scale for General Services in South Africa)**
Type of Appointment : **Special Short Term, six months with possibility of extension**
Closing Date : **13 March 2024**

Established in 1951, International Organization for Migration (IOM) is the leading UN agency in the field of migration, works closely with governmental, intergovernmental and nongovernmental 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 and Scope:

The Project Support Assistant will work under the overall supervision of the Regional Director and guidance and direct supervision of the Regional Project Coordinator for the SAMM project, and in coordination with the Regional Research Officer and other colleagues of the RMDHub unit.

Core Functions / Responsibilities:

1. In coordination with the SAMM project team, assist with the organization of activities under the project “Southern Africa Migration Management.
2. Assist in the collection of project information and compilation of project activities towards the development and preparation of SAMM project narrative reports, workplan and contribute to and/or prepare weekly progress updates on project activities.
3. Assist with in-house coordination among different sections of the project including the Resource Management and RMDHub Units and ensure proper documentation of project documents and filing.
4. Support the organization and preparation of quality thematic training for the government as required by the project.
5. Assist in tracking project expenditures, liaison with Admin and Finance Unit for a second opinion, preparation of monthly funding requests for the project activities and raising online purchase requisition forms for all related program activities.
6. Support liaison with relevant governmental and non-governmental entities, international organizations as well as other relevant stakeholders where necessary for effective implementation of the activities of project.
7. Assist in the preparation and implementation of trainings, seminars, conferences, workshops, meetings, presentations, and missions related to the project, and undertake duty travel when necessary.

8. Support the implementation of Monitoring and Evaluation through tracking of the project indicators.
9. Support information dissemination on the project to other UN implementing partners including preparing the project newsletter.
10. Support in the documentation of project activities and administrative activities under the project in coordination with the RMU and other relevant units.
11. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in Political or Social Science, Business Administration, International Relations, Law, or a related field from an accredited academic institution with relevant professional experience two years of relevant professional experience.

Experience and Skills

- Excellent research, writing and organizational ability to meet deadlines and effectively multi-task;
- Field experience in the Migration or Development fields is a plus;
- Experience in Project design and government and donor liaison is a plus.
- Good knowledge of programme development, and Migration-related subject areas dealt with by the Organization;
- Proven analytical, communication and reporting skills; and,
- Demonstrated interpersonal skills, team-building and staff management skills.

Languages

IOM's official languages are English, French, and Spanish.

Fluency in English is required. Knowledge of local languages is advantageous.

Required Values and Competencies

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Additional Notes:

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates and will be given priority over external applicants if they meet the minimum requirements.

Appointment will be subject to certification that the candidate is medically fit for appointment and obtains nationality ID or valid residency/work permit.

Method of application:

If you are qualified for this position, please send your letter of motivation, up-to-date Resume/CV, copy of ID, Educational Certificates and Complete IOM Personal History Form (which can be downloaded from this website: <https://southafrica.iom.int/careers>) to pretoriacvs@iom.int

When you send your application, please specify the Vacancy reference number i.e. **SVN/ROSA2024/01** on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by **13th March 2024**. Only shortlisted candidates will be contacted.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS