Vacancy Notice 2020-11

Open to Internal and External Candidates

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Project Coordinator</th>
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<tbody>
<tr>
<td>Duty Station</td>
<td>Country Office Brussels</td>
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<tr>
<td>Classification</td>
<td>General Service Staff, Grade G5</td>
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<tr>
<td>Type of Appointment</td>
<td>Fixed term, one year with possibility of extension</td>
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<tr>
<td>Estimated Start Date</td>
<td>As soon as possible</td>
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<tr>
<td>Closing Date</td>
<td>6 May 2020</td>
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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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

**Context:**

Under the direct supervision and guidance of the Programme and Policy Officer (also in charge of Labour Migration and Human Development) and under the overall supervision of the Chief of Mission of the Country Office for Belgium and Luxembourg, the incumbent will assist the Programme and Policy Officer with the implementation of migrant integration projects of the IOM Country Office. In particular, the incumbent will coordinate the implementation and follow-up on the activities of the project “Technical support to Actiris for the development of a regional coordination platform concerning labour market integration of newcomers in the Brussels-Capital Region (the ‘Actiris’ project)”. In addition to this, the incumbent will be expected to contribute to the development of new projects and activities in the fields of private sector engagement and integration.
Core Functions / Responsibilities:

I. IMPLEMENTATION OF PROJECTS ON MIGRANT INTEGRATION

In particular, the incumbent will:

1. In close coordination with the Programme and Policy Officer, assist with the implementation and follow-up on project activities of the ‘Actiris’ project. This includes following-up on the project’s work plan and deliverables, organising steering committees and events, assisting in drafting final reports, etc.
2. Assist with the implementation of the project. Liaise with relevant Country Offices and stakeholders in selected countries, and assist in following up on the project so that required information can be provided to the project donor;
3. Coordinate with internal units (finance team, legal team, etc.) on the ‘Actiris' project budget, project contracts, administration, terms of reference, data protection, procurement, etc.
4. Assist in drafting the final narrative and financial reports to be submitted to the donor;
5. Assist the Programme and Policy Officer Officer with the development of new projects and initiatives in the field of migrant integration. This includes the drafting of concept notes and project proposals, identification of donor priorities and funding opportunities.
6. Any other tasks as may be required.

II. POLICY SUPPORT AND OUTREACH ON INTEGRATION

1. Assist in identifying and suggest possible partnerships with the private sector, civil society (NGOs, diaspora associations, etc.) and other stakeholders (such as the Belgian government and universities) in order to improve knowledge on integration initiatives and policies;
2. Act as ‘Integration focal point': identify Belgium and Luxembourg’s policy priorities with regards to integration and identify synergies with the IOM Country Office objectives and strategy.
3. Draft conference presentations and speeches related to integration for the Programme and Policy Officer or the Chief of Mission;
4. Prepare for, participate in and follow-up on meetings/conferences in the field of integration on behalf of the organization;
5. Provide overall assistance to the Programme and Policy Officer on other topics, such as integration.
6. Any other tasks as may be required.

Required Qualifications and Experience:

Education

- Completed Bachelor’s degree or Higher in Economics, Social science, Law, International relations or related field from an accredited academic institution with minimum three years of relevant professional experience
• High School Degree **with minimum five** years of relevant professional experience

**Experience**

- Demonstrated working experience in the area of project management, implementation, reporting and monitoring and evaluation of programmes, ideally at EU level;
- Experience in migration projects/policies is an advantage;
- Experience in liaison with non-governmental organizations, national, regional and international authorities and institutions is an advantage;
- Previous experience in the private sector is an advantage, in particular with regards to labour market integration;
- Previous knowledge in the field of migrant integration is an advantage.
- Strong organizational and time-management skills;
- Ability to work independently;

**Languages**

Fluency in **English and French** are required. Working knowledge of **Dutch** is an advantage.

**Required Competencies:**

**Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

**How to apply:**

Interested candidates are invited to submit their applications – Questionnaire on Mandatory Requirements, Personal History Form and Cover Letter to IOMBrusselsApplications@iom.int by 4 May 2020 midnight at the latest, referring to this advertisement.

**Please note:**
Failure to complete the Questionnaire on Mandatory Requirements might result in the disqualification from the selection process.
Download the Personal History Form:
http://eea.iom.int/sites/default/files/documents/IOM_Personal_History_Form.xls

In order for an application to be considered valid, IOM only accepts applications duly completed.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only shortlisted candidates will be contacted.

Posting period:
From 22.04.2020 until 6.05.2020
Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

VN 2020 – 11, Project Coordinator

Education
Do you have a:

- Completed Bachelor’s degree or Higher in Economics, Social science, Law, International relations or related field from an accredited academic institution with minimum three years of relevant professional experience

OR

- High School Degree with minimum five years of relevant professional experience

yes □ no □

Language
Do you have:

Fluency in English and French?  yes □ no □

Professional Work Experience
Do you have:

- Demonstrated working experience in the area of project management, implementation, reporting and monitoring and evaluation of programmes, ideally at EU level;

  yes □ no □

- Relevant internship with IOM?

  yes □ no □

- Do you currently work with IOM?

  yes □ no □

For non-EU citizens only

Are you currently holding a valid residence and work permit for Belgium?  yes □ no □

Date:

Name:  Signature:

Please note:
Failure to complete the Questionnaire on Mandatory Requirements might result in the disqualification from the selection process.