



Call for Curriculum Vitae 2022-45

Open to Internal and External Candidates

Position Title : **Junior Project Assistant**
Duty Station : **Brussels Regional Office**
Classification : **General Service, Ungraded**
Type of Appointment : **Special Short Term, 3 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **8 November 2022**

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 direct supervision of the Head of the Electoral Support Unit (ESU), the incumbent will provide support in ESU's activities and in the implementation of EU Elections Observations Missions (EU EOMs) and electoral mission.

Core Functions / Responsibilities

1. Assist in the preparation of project proposals/offers for EOM projects, i.e. editing documents in Word, internet research;
2. Assist with administrative and organizational tasks linked to travel arrangements of international personnel, including visa processing, medical insurance enrolment, security/medical clearances;
3. Review and process expense claims for observers and EOM consultants;
4. Assist in procurement activities required under each specific contract (Purchase Requests, Bid Analysis). Support in administrative procedures such as vendor creation, data entry for payment of invoices, etc.;
5. Assist in the preparation of audits for EOM projects and in closure of projects, i.e. documents preparation and collection etc.; and
6. Any other tasks that may be required.

Required Qualifications and Experience

Education

- University degree in Political or Social Science, International Relations, Business Administration or a related field from an accredited academic institution, with one year of relevant professional experience;

OR

- Completed High School degree from an accredited academic institution, with three years of relevant professional experience

Experience and skills

- Professional experience in administration and logistics;
- Experience in the financial management and reporting of EU funded projects is a distinct advantage;
- High level of computer literacy, in particular in Excel, is a distinctive advantage;
- Strong organizational skills;
- Ability to review a variety of data, identify and recommend adjustments.

Languages

Fluency in English is required. Knowledge of any other UN official language is an asset.

Required Competencies

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

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.

IOM's competency framework can be found at this [link](#).

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

How to apply

Interested candidates are invited to submit their applications – **Questionnaire on Mandatory Requirements** (p. 4), **CV and Cover Letter** – to IOMBrusselsApplications@iom.int by **8 November 2022 23:59 h** (CEST) at the latest, referring to this advertisement in the subject line (CFCV 2022-45).

In order for an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.

Posting period

From 25.10.2022 to 08.11.2022



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

CFCV 2022-45, Junior Project Assistant (ESU)

Education

Do you have:

- University degree in Political or Social Science, International Relations, Business Administration or a related field from an accredited academic institution, with one year of relevant professional experience;

OR

- Completed High School degree from an accredited academic institution, with three years of relevant professional experience

yes no

Languages

Do you have:

- Fluency in English?

yes no

Professional Work Experience

Do you have:

- Professional experience in administration and logistics;

yes no

- Experience in the financial management and reporting of EU funded projects

yes no

- Advanced skills in Excel

yes no

Are you currently holding a valid residence and work permit for Belgium?

yes no

Date:

Name:

Signature: