



## Vacancy Notice 2022-33

### Open to Internal and External Candidates

Position Title : **EU Programme Support Assistant**  
Duty Station : **Brussels Regional Office**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **13 October 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 overall supervision of the Head of the Policy and Programme Support Division and the direct supervision of the Regional Project Development Officer the successful candidate will work in the Global Programme Support Unit within the Policy and Programme Support Division at the Regional Office Brussels.

The incumbent will assist with the implementation of project tasks in Brussels, in particular through support for project compliance review, data compilation, research, and organization of project meetings in Brussels. They will provide EU liaison and project implementation support in the Global Programme Support team.

### **Core Functions / Responsibilities**

In particular, the incumbent will have the following duties and responsibilities:

1. Support liaison with the European Commission and other relevant EU institutions and agencies by providing input and/or preparing materials highlighting IOM achievements and project results;
2. Assist in administrative preparation of EU contract and amendments files for IOM signature;

3. Assist in disseminating project proposals, reports and project visibility materials in compliance with IOM internal procedures and the EU's contractual requirements and guidelines;
4. Assist in organizing project and liaison events, meetings, and seminars in collaboration with IOM offices, donors and partners;
5. Assist in collecting information on EU donor policies, priorities, strategies and related funding opportunities as relevant to IOM activities;
6. Perform administrative tasks and support the filing and tracking of information and documents within the Global Programme Support Unit;
7. Undertake duty travels and participate in meetings and/or events as required; and
8. Perform any other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Completed Bachelor's degree in Political Science, Migration Studies, International Relations or a related field from an accredited academic institution, with two years of relevant professional experience, preferably in similar roles;

OR

- High School degree with four years of relevant professional experience.

#### **Experience**

- Experience in project development, implementation, monitoring and evaluation;
- Knowledge of EU institutions and EU external migration policies is a requirement;
- Knowledge of migrant protection and reintegration issues is a strong advantage;
- Previous experience with national, regional or international public bodies is an advantage;
- Demonstrated drafting and reporting skills are essential; and
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis.

#### **Languages**

Fluency in English and French is required. Knowledge of Spanish is desirable.

### ***Required 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.

***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** (page 4), **CV and Cover Letter**– to [IOMBrusselsApplications@iom.int](mailto:IOMBrusselsApplications@iom.int) by **13 October 2022 23:59** (Brussels time) at the latest, referring to this advertisement in the subject line (VN 2022-33 EU Programme Support Assistant).

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

***Posting period***

From 29.09.2022 to 13.10.2022

## Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

### VN 2022-33 EU Programme Support Assistant G4, RO Brussels

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#### Education

Do you have the education:

- Completed Bachelor's degree in Political Science, Migration Studies, International Relations or a related field from an accredited academic institution, with two years of relevant professional experience, preferably in similar roles;

OR

- High School degree with four years of relevant professional experience.

yes  no

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#### Languages

English (fluency) yes  no

French (fluency) yes  no

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#### Professional Work Experience

Experience in project development, implementation, monitoring and evaluation yes  no

Knowledge of EU institutions and EU external migration policies yes  no

Knowledge of migrant protection and reintegration issues (advantage) yes  no

Experience with national, regional or international public bodies (advantage) yes  no

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#### Other

For non-EU citizens only: Are you currently holding a valid residence and work permit for Belgium?

yes  no

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Date:

Name:

Signature: