



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice 2022-28

Open to Internal and External Candidates

Position Title : **Senior Project Assistant**
Duty Station : **Regional Office Brussels, Belgium**
Classification : **G-6**
Type of Appointment : **One-year fixed term with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **27 August 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.

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:

The objective of the EU Readmission Capacity Building Facility (EURCAP) – launched in April 2016- is to contribute to effective and efficient cooperation in migration governance between the EU and its partner countries through capacity-building initiatives. EURCAP aims at strengthening partner countries' capacities to manage returns and cooperate on readmission with the EU as well as to prevent irregular migration.

EURCAP provides a dedicated and flexible mechanism to assist the EU's partner countries in areas such as readmission case management systems (including data analysis and management), voluntary return and reintegration assistance for stranded migrants, post-arrival reception and reintegration assistance, awareness raising campaigns on safe migration, and knowledge management.

Under the overall supervision of the Senior Project Manager of EURCAP and the direct supervision of the EURCAP Project Officer, the successful candidate will be responsible for providing effective and efficient operational, technical and administrative support to the EURCAP Facility.

The position will be based in Brussels and will be part of the Project Management Team (PMT).

Core Functions / Responsibilities:

In particular, the incumbent will:

1. Support the overall implementation of all EURCAP project activities in compliance with IOM internal policies and procedures as well as the requirements of the EU;
2. Lead engagement between assigned country LPT and the EURCAP Facility PMT to ensure effective support action implementation, monitor project progress, provide technical and donor compliance support to LPT, identify shortfalls in delivery and secure remedial action;
3. In coordination with the Senior Project Manager and EURCAP Project Officer, contribute to developing and maintaining strong stakeholder engagement through regular liaison with DG HOME, EU Member States, IOM Country Offices, and other stakeholders relevant to the project;
4. Lead knowledge management activities under the EURCAP Facility, including information collection and analysis to inform project development and implementation. Coordinate the activities of Monitoring & Evaluation and political analysis, advising and guiding assigned personnel, in developing the knowledge management component of the Facility;
5. Advise the Senior Project Manager on migration policy changes or emerging issues around practical cooperation on readmission relevant to the EURCAP Facility and IOM's work.
6. Draft, compile and support submission of project reports, and update the repository of legal and policy knowledge products in coordination with the Local Project Teams (LPTs) in order to gather and then disseminate best practices;
7. Undertake research, and analysis on legal issues relevant to the EURCAP Facility, advising the Senior Project Manager and the EURCAP project officer on contractual matters, data protection considerations, and legal standards applicable to return and readmission;
8. Lead data protection-related activities, directing the work of specialist consultants, engaging DG HOME, EUMS and agency specialists, PMT and local project teams in developing data protection guidance for the Facility in liaison with IOM HQ data protection to ensure corporate coherence;
9. Support development of project proposals in both geographic and functional areas of responsibility.

10. Support legal and policy training activities on return and readmission for different stakeholders, including drafting training materials and conducting training.
11. Act as the PMT focal point with other Readmission Facility projects at a technical level, ensuring effective dialogue, synergy, and complementary activity;
12. Perform general administrative tasks to support the project implementation, including the preparation and/or processing of administrative requests/documents (e.g., travel requests, contracts, etc.);
13. Support development and dissemination of project communication and visibility materials;
14. Undertake duty travel and participate in meetings and/or events in support of project delivery and enhancing stakeholder management;
15. Perform any other duties as may be assigned

Required Qualifications and Experience

Education

- University degree in Law, Political Science, Migration Studies, International Relations or a related field from an accredited academic institution, with four years of relevant professional experience;
- OR
- High School Certificate with six years of relevant professional experience.

Experience and skills

- Excellent knowledge of EU institutions and EU migration policies and legal framework is a requirement;
- Experience contributing to the management, monitoring and evaluation of multi-country projects is a requirement;
- Excellent legal drafting and reporting skills is a requirement;
- Demonstrated experience and knowledge on return, readmission, reintegration and/or identity management is an asset;
- Previous work experience with national, regional or international public bodies would be an advantage;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.;

Languages

Fluency in English is required. Knowledge of French is a strong 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, CV and Cover Letter** – to IOMBrusselsApplications@iom.int with

eurcap@iom.int in copy, by 27 August 2022 23:59 at the latest, referring to this advertisement (VN 2022-28).

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

Posting period:

From 12.08.2022 to 27.08.2022

Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

VN 2022-28 Senior Project Assistant (EURCAP) G6

Education

Do you have:

- University degree in Law, Political Science, Migration Studies, International Relations or a related field from an accredited academic institution, with four years of relevant professional experience?
OR
- High School Certificate with six years of relevant professional experience?

yes no

Languages

Do you have:

- Fluency in English?

yes no

Professional Work Experience

Do you have:

- Proven excellent knowledge of EU institutions and EU migration policies and legal framework is a requirement?

yes no

- Proven experience contributing to the management, monitoring and evaluation of multi-country projects is a requirement?

yes no

- Excellent legal drafting and reporting skills is a requirement?

yes no

For non-EU citizens only

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

yes no

Date:

Name:

Signature: