



## CFCV 2023-30

### Open to Internal and External Candidates

Position Title : **Junior Project Assistant (Humanitarian Support)**  
Duty Station : **Brussels, Belgium (Regional Office)**  
Classification : **General Service Staff, Ungraded**  
Type of Appointment : **Special Short Term, until 31 December 2023, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **July 11, 2023**

*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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context**

After years of close cooperation on humanitarian response, IOM has developed a strategic partnership with the European Union's Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO) to join forces in providing humanitarian assistance and protection in addressing the mobility dimensions of crises situations.

The incumbent will join the Emergency and Post-Crisis Unit in the IOM liaison office to the EU. Under this position, they will contribute to IOM's humanitarian work by supporting liaison and fundraising with DG ECHO. They will not only gain insights in the projects, policies and functioning of IOM as an international organization, but also learn more about the current EU policy discourse on humanitarian aid and migration. And ultimately they will contribute to improving the lives of migrants caught in the most vulnerable situations around the world.

Under the overall supervision of the Senior Emergency and Post-Crisis Specialist, and under the direct supervision of the Project Assistant Emergency and Post-Crisis, the incumbent will act as Junior Project Assistant - Humanitarian Support under the EPC unit.

## ***Core Functions / Responsibilities***

1. Assist in reviewing project reports in the field of humanitarian aid from IOM field missions to DG ECHO. This includes assisting in the review of report content, and update of relevant IOM databases and uploading the reports in APPEL;
2. Assist in resources mobilization by regularly monitoring and analyzing new funding opportunities, relevant press releases and communications, as well as events that are of interest to IOM in the field of humanitarian aid;
3. Assist in liaising with European Commission/ECHO staff as well as IOM missions by attending EC events, sharing messages / summaries of relevant EC documentation, regularly updating the IOM EPC Regional Office Brussels webpage and drafting communication with EC counterparts;
4. Provide general support to the EPC team regarding regular updates on key emergencies and IOM response, including Ukraine;
5. Participate in unit meetings, external partner meetings, and/or thematic seminars and conferences and ensure smooth transfer of information to relevant colleagues/units, when required;
6. Organize meetings and events related to the thematic area;
7. Any other tasks as may be required by your supervisor/s.

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

### **Education**

- University degree or equivalent in Political Sciences, Migration Studies, International Relations or Law;
- or
- High School degree from an accredited academic institution, with two years of relevant professional experience (as indicated in the experience section).

### **Experience**

- First-hand experience in the field of humanitarian aid or EU liaison, preferably dealing with humanitarian and emergencies is an advantage;
- Experience in project development and reporting in a country office implementing humanitarian projects is an advantage;
- Specific trainings in the field of humanitarian aid and forced displacement is an asset.

### **Languages**

Fluency in English (oral and written) is required.

## **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.
- 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 – 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 to [IOMBrusselsApplications@iom.int](mailto:IOMBrusselsApplications@iom.int) by **11 July 2023 23:59** (CEST - Brussels time), referring to this advertisement in the subject line (*CFCV 2023-30 Junior Project Assistant (Humanitarian Support)*) and including the following documents:

- a) CV
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 4)

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

IOM reserves the right to contact shortlisted candidates only.

### **Posting period**

From 27.06.2023 to 11.07.2023



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

**CFCV 2023-30 Junior Project Assistant (Humanitarian Support) UG, RO Brussels**

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**Education**

*Tick as appropriate depending on what you have. Please note that internship experience shall not and will not be counted towards the years of professional experience.*

University degree or equivalent in Political Sciences, Migration Studies,  
International Relations or Law yes  no

High School degree from an accredited academic institution, with two years  
of relevant professional experience (as indicated in the experience section) yes  no

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**Language**

English (fluency, oral and written) yes  no

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**Experience and Skill**

First-hand experience in the field of humanitarian aid or EU liaison yes  no

Proven excellent drafting and reporting skills yes  no

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**Other**

Are you currently holding a valid residence and work permit for Belgium?  
*(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)* yes  no

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Date:

Name:

Signature: