



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice 2022-09

Open to Internal and External Candidates

Position Title : **EU Programme Support Assistant**
Duty Station : **Regional Office Brussels, Belgium**
Classification : **G-4**
Type of Appointment : **One Year Fixed Term contract, with possibility of extension**
Estimated Start Date : **1st July 2022**

Closing Date : **29 May 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 Labour Mobility and Human Development (LHD) Unit of the IOM Regional Office in Brussels oversees regional activities in the area of (i) labour mobility, (ii) migration and development, and (iii) migrant training and integration.

Under the overall supervision of the Regional Thematic Specialist on Labour Mobility and Human Development in the Brussels Regional Office and in close coordination with relevant Country Offices in the EEA region, the successful candidate will support the Labour Mobility and Human Development (LHD) team on tasks related to EU-funded programmes within the LHD portfolio.

More particularly, he/ she will support with the review of project deliverables and reports, EU donor liaison, grants management and contracting, data compilation, research, and organisation of project meetings and events, as well as any other project-related tasks.

Core Functions / Responsibilities:

1. Support with the implementation and monitoring of project activities, notably in the framework of the EU's Structural Reform Support Programmes, in

compliance with IOM internal policies and procedures as well as EU requirements;

2. Support Country Offices in the EEA region with the development of proposals in relation to structural reform requests from DG Reform;
3. Support liaison with DG Reform, other Directorate Generals and other relevant EU institutions and agencies by preparing materials project results;
4. Assist in reviewing project deliverables, visibility materials, and reports, in compliance with IOM internal procedures and the EU's contractual requirements and guidelines ;
5. Assist in organizing project related events, meetings, and seminars in collaboration with IOM Country Offices, EU and governmental counterparts;
6. Perform administrative tasks to support with the management of DG Reform grants, as required; including administrative preparation of contracts;
7. Participate in meetings and/or events as required;
8. Perform any other tasks as required.

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 and skills

- Experience in project development, implementation, monitoring and evaluation;
- Knowledge of EU institutions, migration policies and funding instruments;
- Previous experience in migration management, particularly linked to labour migration, migrant integration and/or migration and development is a strong advantage;
- Previous experience with national, regional or international public bodies is an advantage.
- Demonstrated drafting and reporting skills are essential.
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis;

Languages

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

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 by 29 May 2022 midnight at the latest, referring to this advertisement (VN 2022-09).

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

Posting period:

From 11.05.2022 to 29.05.2022

Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

VN 2022-09, EU Programme Support Assistant

Education and Professional Work Experience

Do you have:

- 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 ☐

Do you have:

- Demonstrated experience in project development, implementation, monitoring and evaluation;

yes ☐ no ☐

- Knowledge of EU institutions, migration policies and funding instruments

yes ☐ no ☐

Languages

Do you have:

- Fluency in English

yes ☐ no ☐

Residence and work permit

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

yes ☐ no ☐

Date:

Name:

Signature: