Open to Internal and External Candidates

Position Title: Project Assistant
Duty Station: IOM Regional Office, Brussels
Classification: General Service Staff, Grade G5
Type of Appointment: Fixed term, one year with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: August 28, 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.

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 management 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
1. Support the overall implementation of 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, monitor project progress, provide technical and donor compliance support to LPT, identify shortfalls in delivery and secure remedial actions;
3. Implement the M&E framework at central and local project levels, develop performance indicators and relevant monitoring tools, work with an external expert to carry out the final evaluation for Phase III of EURCAP.
4. Develop project proposals for new Support Actions in both geographic and functional areas of responsibility, through analyzing relevant information, drafting and coordinating the endorsement and submission processes.
5. 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;
6. Respond to technical information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training in collaboration with LPTs and external stakeholders.
7. Compile and draft information materials, briefing notes, presentations, factsheets, graphics and other forms of documentation;
8. Participate in meetings and conferences, take minutes and prepare reports of missions and meetings; assist in coordinating implementation activities with DG HOME, EU Member States, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project;
9. Provide support and coordinate activities in the framework of the EURCAP Facility PMT, involving extensive liaison with diverse organizational units and external parties to initiate and process requests, obtain necessary clearances, process and follow-up on administration actions, etc. (purchase requests, travel authorization, contracts, expenditure authorization, etc.);
10. Undertake duty travel and participate in meetings and/or events as required;
11. Perform other related duties as assigned.

**Required Qualifications and Experience**

**Education**

- Bachelor’s or equivalent degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with three years of relevant professional experience; or
- High-School degree/certificate with five years of relevant experience.

**Experience**

- Working experience in programme/project implementation, reporting, monitoring, administrative and financial tasks, is a requirement;
- Knowledge of EU programming and funding mechanisms related to migration;
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
• Demonstrated experience and knowledge on return, readmission, reintegration and/or identity management is an asset;
• Experience and knowledge of working with UN/international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
• Experience with the EU or national public sector related to migration and/or project management support is desirable;
• Good knowledge of project management cycle;
• Demonstrated proficiency with Microsoft Office, including Word, Excel, and PowerPoint.

Skills
• Excellent report writing and drafting skills;
• Excellent organizational, planning and administrative skills;
• Good analytical skills, strong attention to detail and accuracy.

Languages
For this position, fluency in English is required (oral and written). Working knowledge of French.

**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 by 28 August 2025 23:59 (CET - Brussels time), referring to this advertisement in the subject line (VN 2023-28 Project Assistant) and including the following documents:
   a) CV or Personal History Form
   b) Cover Letter
   c) Questionnaire on Mandatory Requirements (Page 5)

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 14.08.2023 to 28.08.2023
Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

VN 2023-28 Project Assistant G5, RO Brussels

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<th>Education</th>
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<td><strong>Tick as appropriate depending on what you have:</strong></td>
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<td>Bachelor’s or equivalent degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with three years of relevant professional experience; or yes</td>
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<td>High-School degree/certificate with five years of relevant experience.</td>
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<tr>
<th>Language</th>
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<td>English (fluency)</td>
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<td>French (working knowledge)</td>
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<th>Professional Work Experience</th>
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<td>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</td>
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