



## VN 2024-02

### Open to Internal and External Candidates

Position Title : **EU Programme Support Assistant**  
Duty Station : **Brussels, Belgium (Regional Office)**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **March 2024**

Closing Date : **14 February 2024**

*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**

The Policy and Programme Support Division (PPSD) supports policy and liaison in the IOM Regional Office in Brussels, programme and resource mobilization. The PPSD liaises with international, government, and non-governmental partners and contributes to regular national and regional policy dialogue and policy development in the European Economic Area (EEA). PPSD also coordinates policy, liaison and advocacy with the European Institutions and EU Member States and provides programming support and guidance to the Country Offices in the EEA and also on EU funded programs for IOM Country Offices worldwide.

Within the PPSD, the Global Programme Support Unit provides policy liaison with EU Institutions and technical programming support and advice to Country Offices outside Europe on EU funded programs. It advises Country Offices on EU priorities, and regional synergies in the field of migration.

Under the direct supervision of the Regional Programme Development Officer/Head of the Global Programme Support Unit, the successful candidate will work in the Global Programme Support Unit.

With a focus on the EU external policy and funding, the specific geographic region covered by the position will be determined upon selection. He/she may also be asked to provide support to other regions covered by EU external policy and funding in line with the priorities of the Global Programme Support Unit.

## ***Core Functions / 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. Monitor, analyze and inform on relevant EU external policy and funding opportunities in the area of migration, for the development of strategies, action plans and projects;
3. Provide technical assistance to IOM offices in project development for EU funding opportunities, in compliance with donor requirements and priorities;
4. Provide technical assistance to IOM offices for the implementation, reporting, and visibility and communication of EU-funded projects, in compliance with donor requirements and priorities;
5. Research and compile information for the preparation and production of internal briefings, policy papers, presentations, reports and communication materials;
6. Assist in administrative preparation of EU contract and amendments files for IOM signature;
7. Undertake duty travels and participate in meetings and/or events as required;
8. Perform any other duties as may be assigned.

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

### **Education**

- Completed Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields 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**

- Demonstrated experience working in relation to EU migration policies and development policies;
- Demonstrated experience in project implementation;
- Demonstrated experience in liaising with EU institutions and well as other national, regional and international counterparts.

### **Skills**

- Knowledge of EU institutions, EU decision-making and financial instruments for external action - especially DGs INTPA and/or NEAR, including related funding opportunities is essential;
- Excellent analytical and drafting skills;
- Excellent communication skills.

## Languages

Fluency in English is required. Working knowledge of French 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.
- 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 **14 February 2024 23:59 CET**, referring to this advertisement in the subject line (*VN 2024-02 EU Programme Support Assistant*) and including the following documents:

1. CV or Personal History Form
2. Cover Letter
3. Questionnaire on 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 31.01.2024 to 14.02.2024



**Questionnaire on Requirements**  
**VN 2024-02 EU Policy and Programme Assistant G4, RO Brussels**

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1. Highest level of education obtained:

- Master's degree: \_\_\_\_\_
- Bachelor's degree: \_\_\_\_\_
- High school diploma: \_\_\_\_\_
- Other: \_\_\_\_\_

2. Years of professional experience directly related to the core functions/responsibilities:

- 0-2 years
- 2-4 years
- 4+ years

3. Experience working in relation to EU migration and development policies:

- 0-2 years
- 2-4 years
- 4+ years

4. Experience working in project implementation:

- 0-2 years
- 2-4 years
- 4+ years

5. Experience in liaising with EU institutions and well as other national, regional and international counterparts:

- 0-2 years
- 2-4 years
- 4+ years

6. Knowledge of EU institutions, EU decision-making and financial instruments: Yes  No

7. Fluency in English (C1 or above): Yes  No

8. Do you currently hold a valid residence and work permit for Belgium?  
*EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate* Yes  No

Name and signature: \_\_\_\_\_