



VN 2024-06

Open to Internal and External Candidates

Position Title : **Regional Immigration and Border Governance Assistant**
Duty Station : **Brussels, Belgium (Regional Office)**
Classification : **General Service, Grade G4**
Type of Appointment : **Special Short Term until 31 December 2024 - with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **29 May 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

IOM's Immigration and Border Governance (IBG) Division partners with Member States to enhance the migration policies, legal frameworks, technical and administrative structures, and human resources required to effectively address the challenges and harness the opportunities of migration and cross-border mobility.

Across its programmes, IBG works to promote regular migration pathways, strengthen admission processes, encourage readmission cooperation, advance access to legal identity, facilitate the cross-border movement, and ensure rights-based and coherent border security measures. With a heightened focus on good migration governance, IBG's work highlights the positive contributions of well-administered mobility as well as immigration and border management processes to peace, security, regional integration, and sustainable development.

Under the direct supervision of the Regional Thematic Specialist (RTS) for Immigration and Border Governance (IBG), the incumbent will be responsible for supporting the RTS and IOM missions in the European Economic Area (EEA) region developing, implementing and reporting on IBG-related projects, as well as map and analyze new EU developments relevant to the thematic.

Core Functions / Responsibilities

1. Assist in the implementation and monitoring of IBG activities.
2. Retrieve, compile, summarize and present information/data on IBG topics in the region.
3. Draft relevant visibility material.
4. Support the administrative coordination of regionally led activities' implementation, including liaising with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft IBG monthly report for the region.
6. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
7. Organize conferences, meetings, workshops and training sessions.
8. Undertake duty travel as assigned.
9. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Completed Bachelor's degree or equivalent [from an accredited academic institution](#) in migration, law, international relations or a related field with a minimum of 2 years of relevant experience,
- Or
- High School Diploma with a minimum of 4 years of relevant professional experience.

Experience and skills

- Experience in working with law enforcement authorities, migration related entities and ministries of foreign affairs/interior is an advantage;
- Previous experience with international organizations, EU Agencies and/or EEA Member States national authorities is an advantage;
- Previous experience with IOM is a distinct advantage;
- Knowledge of the migration trends in Europe, and regulations related to migration and asylum in the EU;
- Knowledge of the work related to immigration and border governance;
- Good writing and reporting skills.

Languages

Fluency in English (oral and written) is required. Any other official EU Member States languages will be taken into account.

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.

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 to IOMBrusselsApplications@iom.int by **29 May 2024 23:59** (Brussels time), referring to this advertisement in the subject line (*VN 2024-06 Regional IBG Assistant*) and including the following documents:

1. CV or [IOM Personal History Form](#)
2. Cover Letter
3. Mandatory Questionnaire (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 15.05.2024 to 29.05.2024

