



IOM International Organization for Migration

VN PT 2018/01

Open to Internal and External Candidates

Position Title : **Senior Project Assistant (Resettlement focal point)**
Duty Station : **Lisbon, Portugal**
Classification : **General Service Staff, Grade G6 – Full time**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **23 March 2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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:

Under the overall and direct supervision of the Head of Office, the successful candidate will assist in implementing and coordinating the full range of IOM services within the Project “Providing refugee resettlement assistance to the Government of Portugal”, in coordination with the project partner/donor, IOM regional office and IOM central departments.

Core Functions / Responsibilities:

1. Update and provide cultural orientation materials for pre-departure orientation to IOM offices, ensuring coordination of contents with all relevant entities in the country of resettlement.
2. Liaise with SEF (Portuguese Immigration and Borders Service) counterparts and any other relevant Portuguese entity counterparts on applicable SOPs, and ensure effective communication channels.
3. Coordination with IOM offices in countries of first asylum on pre-departure activities, cultural orientation and travel, pre-departure health assessment.
4. Prepare regular and specific narratives, briefings and statistical reports covering the project activities. Prepare briefings and background information as required.

5. Revise and adjust as needed the methodology for the post-arrival assessment on perception of IOM's assistance and cultural orientation by interviewing a sample of refugees and receiving entities in Portugal.
6. Assist in coordinating all early integration activities foreseen under the project, such as post-arrival orientation sessions and information sessions with local actors.
7. Research, compile and organize the information and reference materials from various sources for the preparation of final report to donor.
8. Assist in coordinating continued support with both the Government of Portugal and donor for current programme activities and their further development.
10. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree or equivalent, or higher, in Political or Social Sciences and/or International Relations or a related field from an accredited academic institution with four years of relevant professional experience.

Experience

- Experience in humanitarian programmes for migrants and capacity-building activities;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Familiarity with financial and business administration;
- Sound and proven understanding of internal and international migration issues in Portugal, the sub-region and related issues;
- Knowledge of the region is an advantage.

Languages

Fluency in **Portuguese** and **English** are required.

Required Competencies

Behavioural

- Accountability: Accepts and gives constructive criticism, Follows all relevant procedures, processes, and policies, Meets deadline, cost, and quality requirements for outputs, Monitors own work to correct errors, Takes responsibility for meeting commitments and for any shortcomings.
- Client Orientation: Identifies the immediate and peripheral clients of own work, Establishes and maintains effective working relationships with clients, Identifies

and monitors changes in the needs of clients, including donors, governments, and project beneficiaries, Keeps clients informed of developments and setbacks.

- Continuous learning: Contributes to colleagues' learning, Demonstrates interest in improving relevant skills, Demonstrates interest in acquiring skills relevant to other functional areas, Keeps abreast of developments in own professional area.
- Communication: Actively shares relevant information, Clearly communicates, and listens to feedback on, changing priorities and procedures, Writes clearly and effectively, adjusting wording to the intended audience, Listens effectively and communicates clearly, adapting delivery to the audience.
- Creativity and Initiative: Actively seeks new ways of improving programmes or services, Expands responsibilities while maintaining existing ones, Persuades others to consider new ideas, Proactively develops new ways to resolve problems.
- Leadership and Negotiation: Convince others to share resources, Actively identifies opportunities for and promotes organizational change, Presents goals as shared interests, Articulates vision to motivate colleagues and follows through with commitments.
- Performance Management: Provides constructive feedback to colleagues, Identifies ways for their staff to develop their abilities and careers, Provides fair, accurate, timely and constructive staff evaluations, Uses staff evaluations appropriately in recruitment and other relevant HR procedures, Holds directly reporting managers accountable for providing fair, accurate, timely and constructive staff evaluations.
- Planning and Organizing: Sets clear and achievable goals consistent with agreed priorities for self and others, Identifies priority activities and assignments for self and others, Organizes and documents work to allow for planned and unplanned handovers, Identifies risks and makes contingency plans, Adjusts priorities and plans to achieve goals, Allocates appropriate times and resources for own work and that of team members.
- Professionalism: Masters subject matter related to responsibilities, Identifies issues, opportunities, and risks central to responsibilities, Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation, Persistent, calm, and polite in the face of challenges and stress, Treats all colleagues with respect and dignity, Works effectively with people from different cultures by adapting to relevant cultural contexts, Knowledgeable about and promotes IOM core mandate and migration solutions.
- Teamwork: Actively contributes to an effective, collegial, and agreeable team environment, Contributes to, and follows team objectives, Gives credit where credit is due, Seeks input and feedback from others, Delegates tasks and responsibilities as appropriate, Actively supports and implements final group decisions, Takes joint responsibility for team's work.
- Technological Awareness: Learns about developments in available technology, Proactively identifies and advocates for cost-efficient technology solutions,

Understands applicability and limitation of technology and seeks to apply it to appropriate work.

- Resource Mobilization: Establishes realistic resource requirements to meet IOM needs.

Other

Internals of the Organization and NMS candidates, as well as external female candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment accreditation, any residency or visa requirements and security clearances.

This post is subject to local recruitment. Only candidates with legal residency and work permit in Portugal will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications – Personal History Form and motivation letter in English by 23 March 2018 to msilva@iom.int quoting the above vacancy notice number.

Posting period:

From: **16 – 23 March 2018**