

Special Vacancy Notice CY2023-22

Open to Internal and External Candidates

Position Title : **Project Assistant (Voluntary Relocation Scheme)**
Duty Station : **Nicosia, Cyprus**
Classification : **Grade G5**
Type of Appointment : **Special Short term, until 31st March 2024, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **28 November 2023**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

In Cyprus, IOM Seat Agreement was ratified in Parliament in 2014 and in 2015 IOM inaugurated a fully functional office in the country. Complementing Government of the Republic of Cyprus policies, the IOM's Cyprus Office runs targeted programmes on capacity building for children, on a voluntary solidarity mechanism and on assisted voluntary return and reintegration.

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:

In the framework of the Solidarity Declaration agreed by European Union Member States (EUMS) and associated countries and in view of the Voluntary Solidarity Mechanism (VSM) which has been established

from the five first-line Mediterranean countries for the relocation of asylum applicants towards EUMS and associated countries, IOM will be responsible for ensuring that beneficiaries are adequately prepared for and subsequently transferred on a voluntary basis to the Member State of Relocation (MSR) in safety and dignity by also receiving comprehensive support throughout the entire process.

In view of the above-mentioned project and under the direct supervision of the National Project Officer (Voluntary Relocation Scheme) and the overall supervision of the Head of Office in Cyprus the successful candidate will be responsible and accountable for managing projects under the portfolio of the voluntary relocation mechanism.

Core Functions / Responsibilities:

1. Assist in the monitoring of the operational, administrative and financial aspects of the project in accordance with IOM policies and practices as well as donor's requirements.
2. Assist in the implementation and monitoring of project activities.
3. Retrieve, compile, summarize, and present information/data on specific project topics.
4. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
5. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
6. Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
7. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations, and other forms of documentation.
8. Assist in the collection, verification and analysis of data and background information; maintain timely updated information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.
9. Liaise with national authorities and other involved stakeholders for the smooth implementation of project related activities.
10. Undertake duty travels.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High School diploma with at least five years of relevant working experience, or,
- Bachelor's degree in Business or Public Administration, Political Science, Economics, Social Sciences, Law, Psychology, International Relations or a related field from an accredited academic institution with three years of relevant professional experience
- Master's degree in above-mentioned fields is an added advantage

Experience and Skills

- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;
- Progressive experience in program implementation and managing teams;

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- In-depth knowledge of the migration setting in Cyprus;
- Knowledge of UN and bilateral donor programming;
- Knowledge of program implementation and familiarity with administrative, financial and business rules and practices;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Demonstrated ability to draft and prepare clear and concise formal correspondence and project(s) reports;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Excellent level of computer literacy;
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment to humanitarian principles;
- Willingness to work under difficult conditions;
- Valid driver's license with at least five years driving experience an asset.

Languages

Fluency in **English** and **Greek** (written and oral) is required.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- 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:

IOM is committed to a diverse and inclusive environment.

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.

Appointment will be subject to the provision of requirements relevant to the position including academic degree(s), professional licenses, criminal record certificate and declaration of relatives in the Organization.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Cyprus will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications (CV and Cover Letter) in English, to SMCYPIOMHR-Applications@iom.int email address, quoting the vacancy number SVN CY2023-22 and full name in the subject line of the email, by 28 November 2023 at the latest, referring to this advertisement.

Only short-listed candidates will be contacted.

Posting period:

From: 8 November 2023 to 22 November 2023

From: 14 November 2023 to 28 November 2023