

**Call for CVs**  
**Reference Number CY2022/05**

Position Title: **Project Assistant**  
Duty Station: **Nicosia, Cyprus**  
Classification: **Ungraded position, attractive remuneration package**  
Type of Appointment: **Full-time, Special short-term contract with possibility of extension**  
Estimated Start Date: **As soon as possible**

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.

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 direct supervision of the Head of Office / Project Manager and in cooperation with the Area Project Assistant, and in the framework of Semi-independent living as alternative care model for unaccompanied migrant children over 16, the Project Assistant will have the following duties and responsibilities:

**Core Functions / Responsibilities:**

1. Assists with the coordination of the project activities related to the implementation of the Semi-Independent Living Units for UMCs Project from an operational and administrative point of view.
2. Prepares, reviews and adjusts project documents, including budget allocations and expenditures; Assists in the preparation of project documents including adjustment of project budget on the basis of updated working plans, if needed, ensuring consistency with the available resources, as prior agreed with the donor and in line with applicable IOM internal procedures.
3. Prepares regular and specific progress reports including narrative reports and statistics reflecting programme results and progresses.
4. Monitors project agreement is followed and adhered to.
5. Proposes and assists in producing guidance notes to staff members under the project and assists in designing the weekly program of activities for the beneficiaries of the project.
6. While keeping the PX project supervisor updated on changes that can impact on IOM- the incumbent maintains regular communication with Social Welfare Services Central Offices, other counterparts and IOM's internal units as needed for the daily project implementation of the Operation of the Semi-Independent Living Units for UMCs Project.

7. Conducts onsite monitoring visits.
8. Organizes working meetings with the Program's relevant stakeholders also keeping minutes.
9. Organizes program workshops in collaboration with the team members
10. Undertakes other duties as assigned.

## **Required Qualifications and Experience**

### **Education**

- University degree from an accredited academic institution, preferably in Political Science, Economics/Business Administration, International Relations or Law, or an equivalent combination of training and experience;
- Master's degree will also be considered an advantage.

### **Experience and skills**

- Four years' of previous working experience (or six years for candidates holding a first level university degree);
- Previous experience in project implementation will be a distinct advantage;
- Experience in working and liaising with governments, UN agencies and international cooperating partners is an advantage;
- Knowledge of social and development issues as well as general migration related issues;
- Good understanding and knowledge on issues related to migration policy and practice

**Languages** Fluency in English and Greek is required.

## **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.

### **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.
- Appointment will be subject to the provision of the relevant to the position degree(s), professional licenses and criminal record certificate & sexual exploitation and abuse certificate.
- Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

#### **How to apply:**

Interested candidates are invited to submit their applications (CV and Cover Letter) in English, to [rliperti@iom.int](mailto:rliperti@iom.int) email address, quoting the call for CVs number CFCV **CY2022/05** in the subject of the email, by **21st November, 2022** at the latest, referring to this advertisement.

Only short-listed candidates will be contacted.

#### **Posting Period:**

From 07.11.2022 to 21.11.2022.