



International Organization for Migration (IOM)

The UN Migration Agency

Vacancy Notice

OPEN FOR INTERNAL AND EXTERNAL CANDIDATES

I. Position Information	
Position title	Programme Assistant (2 positions)
Type of Contract	G-5, level 1
Duty station	Almaty, Kazakhstan
Reporting directly to	Programme Officer
Overall supervision by	Chief of Mission
Managerial responsibility	No
Directly reporting staff	No

II. Organizational Context and Scope
<p>Under the overall supervision of the Chief of Mission and direct supervision of the Programme Officers, the incumbent supports the BPRM project through providing a range of procedural, administrative, and operational support in implementing, executing and monitoring the project activities in Kazakhstan and in Central Asian region, ensuring effective and timely delivery that is consistent with IOM rules and regulations.</p>
III. Responsibilities and Accountabilities
<ol style="list-style-type: none">1. Assisting in efficient and timely implementation of project activities and keeping the Programme Officers informed on the status of implementation of each task;2. Researching, analyzing, synthesizing and compiling qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the project to facilitate preparation of assessment plans, reports, working papers, and presentations.3. Organizing the filing system of the project (project documents, correspondence, reports, etc.);4. Organizing logistics of project events (training, seminars, conferences, meetings, presentations, and others), including travel and hotel arrangements, and trip itineraries when necessary;5. Providing oral and written translations related to the programme activities;



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6. Assisting in maintaining the communication with project partners (governmental, non-governmental entities and donors) on various project matters;
7. Consolidating and analyzing the information and data received from different counterparts and facilitating the exchange of information;
8. Assisting in monitoring and reporting of project activities implemented by IOM and the project partners (NGOs, consultants) including raising issues affecting efficient implementation; collecting monthly reports and consolidating data for project reports;
9. Communicating with the project partners (NGOs) on matters of direct assistance to vulnerable migrants in line with IOM guidance notes;
10. Preparing reports on provision of direct assistance to vulnerable migrants (statistics, case studies, infographics, etc.);
11. Performing such other duties as may be assigned.

IV. Competencies

The incumbent is expected to demonstrate the following behavioral and technical competencies

Behavioral

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

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



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Communication

- Actively shares relevant information
- Has excellent writing, communication and negotiation skills;
- Able to establish and maintain working relationships with NGOs, government institutions, and other national/international partners;
- Has excellent analytical and organizational skills;
- Able to produce programme related reports, statements and/or projections;
- Is an excellent team-player; strong skills of independent work;
- Able to work under pressure and in tight deadlines.
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides 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

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



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<p>Teamwork</p> <p>Technological Awareness</p>	<ul style="list-style-type: none">• Knowledgeable about and promotes IOM core mandate and migration solutions• 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• 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
<p>Technical</p>	
<ul style="list-style-type: none">• Develops / follows internal control procedures to prevent fraud and mismanagement.• Effectively applies knowledge of national and international migration and counter-trafficking legislation and practices, and recognizes their application within existing IOM processes.• Delivers Project solutions customized to the needs of IOM.• Anticipates and understands internal and external issues and opportunities that may impact the IOM.• Adapts best Human Resources practices to the requirements of IOM to facilitate the achievement of strategic objectives.	

V. Education and Experience

1. University degree (preferably in Law, Public Administration, Politics, Social Sciences, Business Administration, and/or International Relations) and at least three years of relevant professional experience;
2. Experience with government, diplomatic or with international and CSO;
3. Familiarity with IOM and its project development principles is an asset;
4. Ability to formulate clearly and concisely.



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VI. LANGUAGES	
Required	
English	Fluent
Russian	Fluent /Native
Kazakh	Fluent/Native
Advantageous	
Any other Central Asian or other language(s).	

How to apply:

Closing date: 10 December 2017, please kindly send your CV to the maldangarova@iom.int (please specify the position title in the subject line). Only shortlisted candidates will be contacted.