



International Organization for Migration (IOM)
The UN Migration Agency

URGENT VACANCY NOTICE

OPEN FOR INTERNAL AND EXTERNAL CANDIDATES

Reference Code: 2018/02

Duty Station: TBD / IOM Central Asia

Position Title: Reintegration Project Assistant for Uzbekistan

Grade: Non-graded

Type of Appointment: Short-term temporary (*till end of September 2018, with possibility for extension, subject to availability of funds*)

Organizational Location:

II. Organizational Context and Scope

Under the overall supervision of the Senior Programme Assistant and under the direct supervision of the Programme Assistant, the incumbent will be responsible for elaboration and delivery of reintegration packages to returning (re-entry banned) migrants (Uzbekistan), including liaison with relevant stakeholders and partners in Uzbekistan, communicating with relevant IOM staff in other Offices.

III. Responsibilities and Accountabilities

Technical

- Collects and provides necessary information and assists in planning, organizing and developing reintegration packages.
- Advises on developments on new trends, markets and policies in the field of entrepreneurial activities in the country (including legal information) for successful and tailored elaboration of reintegration packages and optimization of costs;
- Liaises with relevant stakeholders and partners on identification of potential applicants for reintegration packages from among the target group;
- Interacts with potential vendors/suppliers for procurement purposes, in line with IOM rules and procedures;
- Elaborates and delivers reintegration packages to returning (re-entry banned) migrants (business-plans), in collaboration with partner organizations;
- Conducts monitoring activities over provision of reintegration assistance;
- Deals with logistics linked (and not limited to) reintegration assistance, etc.



- Assists in evaluation and improvement of planning, programming, implementation and monitoring of reintegration projects;
- Other duties as may be assigned by the COM or supervisor.

IV. Competencies

The incumbent is expected to demonstrate the following behavioural and technical 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

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
- 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



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- 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
- 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



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Technological Awareness <ul style="list-style-type: none">• 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	
Technical	
Operations <ul style="list-style-type: none">• Delivers on set objectives in hardship situations;• Effectively coordinates actions with other implementing partners; Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives;	
V. Education and Experience	
<ul style="list-style-type: none">• University degree (preferably in Business Administration, Economics, Finance, Law combined with Economics, or relevant)• High computer literacy• Knowledge and experience with international organizations/private sector is advantageous	
VI. LANGUAGES	
Required	
Uzbek	Fluent
English	Fluent
Advantageous	
Russian	

How to apply:

Closing date: 15 February 2018, please kindly send your CV to: iomastana@iom.int and/or maldangarova@iom.int (please specify 'Project Assistant - UZB' in the subject line). Only shortlisted candidates will be contacted.