

Vacancy Notice

Open to Internal and External Candidates

Vacancy Number : **PLVN 23 059_02**
Position Title : **Senior Project Assistant (Project Management)**
Duty Station : **Warsaw, Poland**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One-Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **7 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.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

IOM is committed to a diverse and inclusive work environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight and guidance to IOM's global support to all resettlement programs.

Under the general supervision of the Project Manager, the direct supervision of Project Officer (Project Management), the Senior Project Assistant (Project Management) will provide overall support to the Project Management Unit and be responsible for the following functions:

Core Functions / Responsibilities:

1. In close coordination with the Project Officer (Project Management), represent the office of the USRAP Project Manager for RSC Eurasia in routine Country Office interactions. In this context, speak on behalf of the Project Management Unit in meetings, written and virtual communication,

and a variety of other forums and interactions that take place with Managers and personnel both within the project and within other mission units in IOM Poland, IOM Moldova, IOM Ukraine Country Office.

2. Regularly provide communications and technical support to Managers in relation to their liaison duties with government officials, embassies, UN agencies, other organizations and representatives of the media. Draft correspondence, statements, reports, and other materials.
3. Facilitate better knowledge management within the Project Management Unit through creation and maintenance of SharePoint sites, stakeholder directories, staff databases, staffing structures, Standard Operating Procedures (SOPs), relevant reports and other important documents.
4. Organize the activities of the Project Management Unit, RSC Eurasia, including arranging and/or scheduling appointments, managing the calendar, and handling duty travel for Managers, including the preparation of relevant briefing kits, travel authorizations, hotel reservations, transportation arrangements, visa requirements and security clearances.
5. Regularly monitor staffing data to ensure adherence to the relevant job architectures. Coordinate closely with the HR-Business Partner in Washington, DC, Project Officer (Project Management), relevant Managers, and relevant administrative units to ensure that job architecture-related data is accurate, up to date, and accessible.
6. With the Project Officer (Project Management), coordinate with IOM Poland, IOM Ukraine, IOM Moldova HR in relation to recruitment-related matters such as the issuance of vacancy notices, interview panels, interview schedules, selection paperwork and the onboarding and separation of personnel. Communicate with the HR Team as needed to clarify questions from the Managers.
7. Liaise and coordinate with the responsible Unit(s) on all logistical and administrative matters related to purchase orders, facility requirements, the construction of new office sites, moves, and official visits to RSC Eurasia. Support to official visits includes, but is not limited to, supporting visa requests, transportation, hotel arrangements and office working space.
8. Organize special events, including IOM-facilitated workshops, seminars, symposia and conferences. In this capacity, handle logistical and administrative details such as completing forms for the finance department, identifying event venues, arranging event materials and technological requirements, preparing and disseminating agendas and event details, corresponding with event organizers, facilitators, speakers and attendees, communicating about the event within and outside of the IOM Country Office, and liaising with government and facility officials, as needed.
9. Participate in relevant internal and external events related to project activities, including seminars, workshops, meetings, and conferences, and represent the project and the Organization at gatherings of governmental and non-governmental entities. Record and disseminate event notes and track action points when requested.
10. Provide project development support to the managers, including: collecting, filing and sharing information as requested; reviewing and editing reports, proposals and other documents; reviewing organizational updates and providing key points to management; and liaising between the managers and the Compliance team on special projects.
11. When required and in close coordination with the Project Officer (Project Management), handle incoming correspondence and documents, including registering correspondence, preparing responses, ensuring the accuracy and correct formatting of outgoing diplomatic and routine correspondence, and translating, interpreting and drafting correspondence. As requested, prepare presentations.
12. Maintain and ensure the confidentiality and integrity of all USRAP-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert management of any non-compliance to SOPs or codes of conduct by staff members.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed secondary education required with six years of working experience; or,
- Bachelor's degree in Social Sciences or related field with four years of working experience

Experience

- Demonstrated experience supporting the executive functions for a management team is a distinct advantage;
- Experience communicating with a diverse range of parties, including government and operational partners, is preferred;
- Experience interfacing with core IOM mission functions, including HR, procurement and logistics, finance, IT, and others, is an advantage;
- Experience working within a USRAP project in an operational nature is an advantage; and
- Experience supporting recruitment processes, either as an HR practitioner, as a supervisor, or in a supporting role to a supervisor, is preferred.

Skills

- Delivers on set objectives in hardship situations;
- Ability to use own initiative and work under pressure with minimum supervision;
- Strong interpersonal and communication skills;
- Excellent computer skills - Word, Excel, PowerPoint, and Internet;
- Attention to detail and ability to organize; and,
- Self-motivated and objective driven.

Languages

Fluency in **English** is required (oral and written).
Working knowledge of **Ukrainian** is an advantage.

Required Competencies

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

The incumbent is expected to demonstrate the following values and competencies:

Values- All IOM staff members must abide by and demonstrate these five values

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators (Level 2)

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging

Other:

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

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including a **CV and optionally a completed Personal History Form in English** by email to: rscrecpl@iom.int specifying the vacancy reference number **PLVN23-XXX and full name** in the subject line (e.g., "PLVN23-001 – Jane SMITH")

Please click this link to access [Personal History Form \(four pages\)](#)

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 1 November to 7 November 2023