



International Organization for Migration (IOM)

The UN Migration Agency

## VACANCY NOTICE

Position Title : **Project Support Officer**  
SVN No : **PLVN23-066**  
Duty Station : **Warsaw, Poland**  
Classification : **General Service Staff, Grade NO-B**  
Type of Appointment : **One Year Fixed Term, with possibility of extension**  
Closing Date : **24 September 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. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy.

### **Context:**

Under the overall supervision of the Chief of Mission and direct supervision of the Regional HAP Coordinator the successful candidate will be based in Warsaw, Poland and will have the following duties and responsibilities in the areas of project support, budget support, reporting, public affairs, event coordination, interpretation management and resource management coordination.

### **Core Functions / Responsibilities:**

1. Support the RHAPC in project development, implementation and reporting activities, including providing inputs for budgets and project proposals and reviewing and updating USRAP-specific policies in coordination with USRAP and Country Office management.
2. When requested, assist the Project Manager in monitoring spending across the project region, and flagging areas of under or overspending to RHAPC.
3. Coordinate report drafting and informational materials, including flash reports, updates, surveys, bulletins, factsheets, and dashboards addressing a wide variety of USRAP-related topics. Facilitate collaboration and revision processes to produce high quality, timely, topical, and polished pieces that integrate relevant IOM approaches, policies, and guidelines. Support the production of materials with data visualizations and formatting and, where relevant, work with a designer and/or communications specialist to ensure materials are in line with Organizational branding and professional standards.
4. Oversee the organization of a wide range of events, including meetings and activities, Country Office-level events, town halls and high-level visits. Manage the production of event-related outputs, including briefs, meeting agendas and minutes, reports, fact sheets, and presentations. Provide coordination support for management and staff visits to other entities and IOM missions, including preparing

visit agendas, scheduling appointments, and maintaining relevant correspondence. Where relevant, liaise between RHAPC and with other CMHO on cross-departmental meetings.

5. Oversee the identification, recruitment, and training of interpreters for USRAP activities. Maintain a roster of Interpreters with the languages, citizenship, recommendations on further engagement with USRAP and assist with bringing them on board as required for these Country Offices.
6. Coordinate between Management, the Resources Management Unit(s) (RMU) in the relevant Country Offices in the Region, and other relevant entities to ensure the project is observant of financial, administrative and procurement requirements in line with IOM rules and regulations and that all resources management needs are being met within the project. Ensure procurement-related work is organized efficiently and on time through the preparation and monitoring of Quarterly Procurement Plans.
7. Oversee staff focused on project management support duties in the areas of project support, reporting, interpretation management and resource management coordination. Hire staff, provide training, technical assistance, and information on changes to workflows and procedures, assign duties, and give feedback on performance on a regular basis to ensure high quality work and accurate completion of duties.
8. Help identify knowledge gaps and recommend opportunities for the expansion of data collection activities that will contribute to future reports and informational materials.
9. Oversee the periodic review and update of internal USRAP project administrative workflows and organizational charts to continually track and streamline procedures.
10. When required, liaise with the USRAP HR Business Partner in IOM USRAP Washington, D.C. and HR units in various Country Offices in the Region regarding the background check process for new and current staff. Alert the RHAPC of any process issues.
11. Maintain and ensure the confidentiality and integrity of all USRAP project-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert RHAPC or the CMHO of any non-compliance to SOPs or codes of conduct.
12. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Master's degree in Social Science, International Relations, Regional Studies or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

#### **Experience**

- Experience in USRAP, particularly in processing or movement operations activities, such as field support, movements, data processing, employment verification, case creation, pre-screening, USCIS adjudications support, scheduling, field support and out-processing, is essential;
- Knowledge of USRAP program implementation and familiarity with IOM's administrative, financial and business rules and practices is desirable;
- Strong written and verbal communication skills and ability to effectively communicate with and lead a team;
- Demonstrated proficiency with START is an advantage; and,
- Excellent computer skills and a high level of proficiency in spreadsheet and database applications.

#### **Languages**

- Fluency in both written and spoken English
- Working knowledge of Russian, Ukrainian and/or Polish is an advantage

### **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.
- 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**

- 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.

### **Managerial Competencies – behavioural indicators**

- 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- 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 own shortcomings.

### **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.

***How to apply:***

Interested candidates are invited to submit their application including: a Motivation Letter and the updated CV with a completed Personal History Form [IOM Personal History Form.xls \(live.com\)](#) (four pages) **by email: [smukrmhdopsrecpl@iom.int](mailto:smukrmhdopsrecpl@iom.int)** specifying the vacancy reference number **PLVN23-066** and **full name** in the subject line, or you can apply by clicking on following link: <https://www.impactpool.org/jobs/989451>.

**Closing Date: 24 September 2023**

Only shortlisted applicants will be contacted.

**NOTE**

**NO FEE:**

**The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.**

***Posting period:***

**12 September 2023 to 24 September 2023**