



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2024-018

Fully on-site position

Position Title : **Senior Project Assistant (Project Management) G6 - Unit RSC (1 position)**

Duty Station : **San José, Costa Rica**

Classification : **G-6**

Type of Appointment : **Special Short Term, 6 months**

Estimated Start Date : **As soon as possible**

Closing Date : **May 8th, 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

The International Organization for Migration (IOM) does not discriminate on the basis of disability, age, gender identity and expression, sexual orientation, nationality, racial identity, religious beliefs, among others. IOM is committed to a diverse and inclusive environment and therefore its staff come from a wide range of socio-economic backgrounds and world perspectives. Candidates from women, people of African descent and LGBTIQ+ people who are qualified and meet the requirements of each vacancy are especially encouraged.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. Movement Operations Units in various IOM Country Offices, coordinated under the Resettlement and Movement Management (RMM) Division in the Department of Mobility Pathways and Inclusion at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

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:

1. In close coordination with the Project Officer (Project Management), represent the office of the USRAP Project Manager for RSC 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 San José 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, 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 San José 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. 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

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

EDUCATION AND EXPERIENCE

- 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

- Ability to use own initiative and work under pressure with minimum supervision
- Excellent computer skills - Word, Excel, and Internet
- Strong interpersonal and communication skills
- Attention to detail and ability to organize
- Self-motivated and objective driven

Languages

Fluency in English and Spanish (oral and written) is required.

Salary

1,253,076.92

Required Competencies

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

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

MANAGERIAL COMPETENCIES - Behavioral indicators – Level 1

- 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 own shortcomings.

How to apply:

The candidate should send his/her application **through the following Microsoft Form**: <https://forms.office.com/e/b3qKdNsg31>.

The form will request vacancy code, position title, duty station, grade, and unit. Please complete as it follows:

- **Vacancy Code: SVN-2024-018**
- **Position Title: Senior Project Assistant (Project Management)**
- **Duty Station: San Jose, Costa Rica**
- **Grade: G6**
- **Unit: RSC**

Candidates must submit their offer by **May 8th, 2024**. No applications will be considered after this date.

Any application not presented using the Microsoft Form, will not be taken into consideration.

In case of receiving applications from foreigners living in Costa Rica, they must have a valid work permit.

Only short-listed candidates will be contacted.

You can check the Post Description on <https://costarica.iom.int/es/vacantes>.