



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Senior Project Assistant**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Special, Nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference Code : **CAI/2017/07**
Closing Date : **June 20, 2017**

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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Office in Cairo and the direct supervision of the Programme Manager of the Labour Mobility and Human Development (LHD) Division, the incumbent will support the implementation of several IOM projects and activities, aimed at enhancing the capacity of Egyptian Government authorities to collect and use migration data to support evidence based migration policy in Egypt.

He/she is expected to carry out his/her duties in accordance with strictest moral and ethical standards and with due respect for gender and socio-cultural differences of the victims.

Core Functions / Responsibilities:

In particular s/he will:

1. Coordinate with the LHD Programme Manager the planning of all activities related to improving migration data collection and analysis for evidence based migration policy development in Egypt (including research and capacity building activities).
2. Ensure effective implementation of the assigned activities on a daily basis, including financial disbursement and monitoring, and donor reporting drafting.

3. Act as the IOM focal point for the assigned activities, attend meetings with donors and counterparts, present activities' results when required and in coordination with the LHD Programme Manager.
4. Plan, develop and support fundraising for new initiatives aimed at supporting migration data collection, analysis and sharing in Egypt, in cooperation with relevant Government counterparts such as the Central Agency for Public Mobilization and Statistics and in coordination with the LHD Programme Manager.
5. Identify areas where capacity building activities for relevant central and local government authorities in particular with respect to data collection, analysis and sharing on migration and development can be further undertaken, and propose responsive actions to the LHD Programme Manager.
6. Supervise research on labour mobility to support Mission activities in this area, as guided by the LHD Programme Manager.
7. Ensure proper staff information exchange on all operational aspects of the assigned projects/activities within the LHD Division.
8. Coordinate with other IOM mission on aspects related to the implementation of assigned projects and activities.
9. Prepare correspondence and communications, in Arabic and English with projects partners, on all aspects related to project implementation.
10. Perform other duties as assigned.

Required Qualifications and Experience

Education

- University Degree in preferably in in Political or Social Sciences, Development Studies, Human Rights, International Relations or Law, or other relevant field with four years of working experience.
- High school diploma with six years of relevant working experience.

Experience

- Experience in the field of labour migration and/or migration and development.
- Very good knowledge of research methodologies, including of any statistical software package such as SPSS.
- Experience in Project coordination/ management.
- Experience in working with governmental authorities.
- Knowledge of Egypt's migratory context and national labour migration policies.

Languages

Fluency in **English** and **Arabic** is required.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their application and cover letter by June 20, 2017 at the latest on www.egypt.iom.int

In order for an application to be considered valid, IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.