



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Senior Programme Assistant**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Special Short Term, nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference Code : **V-CAI/2017/20**
Closing Date : **December 18, 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 direct supervision of the National Programme Officer at the Labour Mobility and Human Development (LHD) Division, and the overall guidance of the Programme Manager of the LHD Division, the incumbent will support the design and implementation of IOM Egypt interventions and projects aimed at strengthening the resilience of, dialogue and social cohesion between, and socio-economic empowerment and livelihood interventions for migrant and host communities in Egypt, specifically – but not limited to, within the framework of the Regional Development and Protection Programme (RDPP).

Core Functions / Responsibilities:

In particular, the Incumbent will be responsible for the following tasks:

1. Coordinate with the LHD National Programme Officer the design and implementation of all interventions aimed at:
 - enhancing access to qualitative services for migrants and host communities in Egypt;
 - re-enforcing referral and information services to migrants;

- developing, implementing and supporting social cohesion initiatives among migrant and host communities;
 - jointly improving the socioeconomic situation of migrant and host communities including but not limited to livelihood initiatives, addressing weak or strained services and infrastructure;
 - strengthening capacity building and coordination of local authorities, CSOs and other relevant stakeholders;
2. Conduct background desk and/or field research when required to support the implementation of RDPP and other relevant projects;
 3. Support the LHD National Programme Officer in identifying possible synergies with other IOM interventions as relevant;
 4. Support the LHD National Programme Officer in maintaining partnerships with relevant Government entities, civil society organizations, private sector agencies, UN agencies and other stakeholders to support the implementation of RDPP and other relevant projects and initiatives;
 5. Provide inputs to periodic reporting to the donor and any other reporting as requested by IOM;
 6. Assist the LHD National Programme Officer in constantly preparing correspondence and communications, in Arabic and English with IOM partners;
 7. Contribute to IOM's communications and public information related work in the aforementioned thematic areas, including writing press releases, developing success stories (written and/or videos) based on the experiences of beneficiaries and generate content for social media platforms with the aim to increase online presence and give visibility to the project activities while ensuring quality is in line with IOM Visibility Guidelines and in cooperation of the IOM Egypt Coordination Unit;
 8. Undertake weekly update of the detailed work plan of RDPP, and other relevant projects as assigned;
 9. Coordinate with other IOM missions on aspects related to the implementation of RDPP and other projects as assigned;
 10. Support the preparation of project budget, monitoring of budget and report variances between budget and actual expenditures;
 11. Maintain a detailed filing system for all RDPP documents, in anticipation of any internal or external audits, -in accordance with IOM rules, as well as donor auditing demands;
 12. Provide specialized administrative, logistical and operational support to events and workshops planned under the project, while ensuring close coordination with relevant counterparts;
 13. Undertake duty travels as required in Egypt, including regular field and site visits to monitor and report on progress of activities;
 14. Perform other duties as assigned by LHD National Programme Officer.

Required Qualifications and Experience

- Complete university degree from an accredited academic in Political or Social Sciences, Development Studies, Human Rights, International Relations or Law, or other relevant field;
- Post graduate studies in any of these fields would be a distinct advantage;
- Four years of working experience in the field of migration, preferably with a focus on strengthening the resilience of migrant and host communities in Egypt;
- Previous project coordination/management and implementation;
- Good reporting skills are an asset;
- Experience in working with governmental authorities, UN agencies and/or donor agencies is an asset;
- Excellent capacities in word processing and drafting in English and Arabic in particular.

Languages

Thorough knowledge of **English** and **Arabic** is required.

Required Competencies

The incumbent is expected to demonstrate the following competencies:

- 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
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- 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 (optional depending on position level)

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** not later than **Monday, the 18th of December 2017, at 17:00 O'clock, Cairo time** on www.egypt.iom.int

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.