



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Programme Support Assistant (Events & Liaison)**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference Code : **CAI/2017/22**
Closing Date : **December 10, 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 Head of the Project Coordination Unit, the incumbent will support the Project Coordination Unit and be responsible for the following tasks:

Core Functions / Responsibilities:

In particular s/he will:

1. Lead the organization of visibility events, seminars, workshops, roundtables and other initiatives in close coordination with the project managers and other colleagues from the Project Coordination Unit;
2. Act as focal point for partners and donors for the organization of events;
3. Support the Project Coordination Unit daily internal operations for coordination and overall programme implementation;
4. Act as liaison to maintain relationships with key donors, partners and government counterparts;
5. Draft, and/or informally translate between English, Arabic and French, and review official correspondence, statements, executive summaries, presentations and any other public information material;

6. Organize high visibility events for the mission including retreats, workshops for senior management, diplomatic receptions, and events, including the coordination of all administrative, financial and logistical arrangements;
7. Monitor local and international media and news for internal distribution in close cooperation with PCU;
8. Coordination of external queries and meeting/interview requests in close coordination with the Communications and Public Information Officer;
9. Support and assist in preparing and disseminating IOM Egypt briefs and visibility materials/publications;
10. Support effective knowledge management, collaboration and exchanges among units in close coordination with PCU;
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Bachelor degree in Social Sciences Social Sciences, Business Administration, International Relations, Development Studies, Migration and Refugee studies or any other related fields;
- Three years of working experience;
- Thorough knowledge of English and Arabic, both written and spoken.

Languages

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

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures

- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

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 Sunday, the **10th 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.