



International Organization for Migration (IOM)  
The UN Migration Agency

### Open to Internal and External Candidates

**Position Title** : Senior Programme Assistant, MPA  
**Duty Station** : Cairo, Egypt  
**Classification** : General Service Staff, Grade G6  
**Type of Appointment** : One Year Fixed Term with possibility of extension  
**Estimated Start Date** : As soon as possible  
**Reference Code** : VN-CAI/2018/14  
**Closing Date** : April 30, 2018

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:**

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 human and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Under the overall supervision of the Migrant Protection and Assistance (MPA) unit programme manager and the direct supervision of the Migrant Protection and Assistance Services Coordinator (MPASC), the successful candidate will work across all projects mandated with assistance to stranded migrants in Egypt, including victims of trafficking and other vulnerable migrants. The incumbent will assist the MPASC in the timely implementation of deliverables related to Migrant Protection and Assistance Services, as outlined in the responsibilities below. The programme assistant 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 IOM beneficiaries and colleagues.

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

In particular, the Senior Programme Assistant will perform the following functions:

##### **Migrant assistance services activities**

- 1) Facilitate the administration of assistance to beneficiaries in a timely and orderly manner, including preparation of assistance documents and reimbursement of all eligible costs to migrants, management of petty cash and account settlements related

- to migrant assistance, supervising all related processes and ensure adherence to IOM internal guidelines and requirements across relevant departments;
- 2) Support the MPASC monitoring that accurate and efficient systems are in place to administer assistance and monitor distribution across all relevant budget lines, in line with the requirements of various active projects, in coordination with finance colleagues. Subsequently, the incumbent will disseminate training on these procedures to all relevant staff;
  - 3) Support MPASC and caseworkers in the implementation of monitoring and evaluation activities of the Migrant Assistance Services;
  - 4) Contribute to the accurate data management of beneficiaries, including entering data into IOM local and global databases on assistance and proper filing in accordance with data management guidelines and suggest improvements where identified, paying particular attention to client confidentiality;
  - 5) Proactively analyze assistance data on a regular basis and feedback on updates for the MPASC on developing trends and assistance needs, designing tools to better manage and follow these indicators;

#### **Programme assistant activities**

- 1) Communicate with other internal IOM units (such as procurement), in coordination with project officers, to ensure the timely and appropriate delivery of MPA projects, supervising such processes amongst other MPA staff, including preparation of relevant documentation;
- 2) Support in the drafting of relevant project reports, budget forecasts and contingency plans;
- 3) Support the migrant assistance division to carry out the implementation of all projects in a timely manner, collaborating constructively with MPA project officers to evaluate and revise project strategies and review all operational budget, administrative and technical aspects of relevant projects, in line with IOM's policies and procedures, as well as donor requirements. The incumbent should implement innovative mechanisms to ensure harmonization between projects in order to reach mission objectives;
- 4) Support the implementation of the project activities and assist the MPA project officers in tasks to evaluate and revise project strategies;
- 5) Support communication and visibility actions across relevant projects;
- 6) Assist with liaison between Government, civil society, UN and other relevant partners counterparts regarding implementation of on-going projects, including supporting in identifying relevant partners to implement programs, setting up meetings, drafting agendas for such meetings and facilitating discussions;
- 7) Support all administrative, operational and logistical tasks related to trainings, roundtables and events with beneficiaries, civil society organizations, NGOs, embassies and all other relevant stakeholders;
- 8) Provide informal translation to documents and reports;
- 9) Undertake other duties as assigned;
- 10) Undertake duty travels if required.

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

- 1) Either a University degree in an administration, project assistance or finance related field, with 4 years of relevant work experience; or a high school certificate with 6 years of relevant work experience in a related field, with relevant qualifications;
- 2) Thorough and demonstrable knowledge of migration issues and how these may impact the vulnerability of a person;

- 3) Experience in working with governmental and diplomatic authorities as well as with international organizations an advantage.
- 4) Excellent knowledge in word processing and typing skills in English and Arabic;
- 5) Experience working with Excel and databases.

### **Technical**

- Effectively applies knowledge of migration issues within an organizational context.
- Strong organisational and interpersonal skills with a proven ability to recommend and implement efficient systems.
- Proven work experience and knowledge of the psychosocial issues affecting people on the move.

### **Languages**

- Fluency in **Arabic & English**
- Proficiency in one of the main relevant community languages: **Amharic, Oromo, Tigrinya, French** or **Somali** is an advantage.

### **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
- Keeps clients informed of developments and setbacks

#### **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**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones

- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests

### **Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

### **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
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

### **Resource Mobilization**

- Establishes realistic resource requirements to meet IOM needs.

### **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 neighboring 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 neighboring 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, April 30, 2018**, at **17:00** O'clock, **Cairo** time on [www.egypt.iom.int](http://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.