



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Programme Assistant**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term, nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference code : **SVN/CAI/2022/01**
Closing Date : **February 09, 2022**

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.

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Organizational Scope & Context:

Under the overall supervision of the Head of the Labour Migration and Human Development (LHD) Unit and the direct supervision of the Regional Development and Protection Programme (RDPP) in Egypt, the successful candidate will provide comprehensive and specialized support to the Regional Development and Protection Programme (RDPP) implemented by the LHD Unit in IOM Egypt. The selected candidate will also support the Country Office's portfolio through strong contacts and relationship with the Ministry of Youth and Sports (MoYS), the Ministry of Manpower (MoM), the Ministry of Education and Technical Education (MoETE), and other relevant institutional counterparts to assess the current challenges for migrants in Egypt and their host communities while providing alternatives to income generation activities through community cohesion, livelihoods and education interventions.

Core Functions / Responsibilities:

1. Assist the LHD Unit in the overall planning and implementation of assigned projects' activities.
2. Organize the implementation of community cohesion and livelihoods' activities on the ground and serve as the focal point between national stakeholders and IOM when required.
3. Compile, summarize, review and present information/data on specific community cohesion related topics.
4. Draft correspondence and communications, in Arabic and English with project/s partners, on all aspects related to project implementation including unit contributions to unit periodic reports.
5. Keep abreast of migration trends in Egypt in order to identify strategic opportunities for IOM interventions, in line with IOM's mandate and strategy.
6. Organize assessment visits, meetings and Focus Group Discussions with relevant

authorities and key stakeholders in order to assess the implementation of project activities.

7. Implement project activities through the procurement of needed items, financial disbursement and monitoring.
8. Draft periodic reports and correspondence relating to ongoing implementation with the relevant donors.
9. Support the capacity building of stake holders in migration-related topics as needed and assist in the communication for the organization of seminars, Training of Trainers (ToT) and workshops.
10. Undertake duty travel related to programme/project monitoring, assessment and problem-solving, as requested.
11. Establish and maintain relationships with a broad range of stakeholders to understand needs, gain support and identify improvement to work processes.
12. Perform any other duties that may be assigned.

Required Qualifications and Experience:

Education

- Bachelor's degree in Political or Social Sciences, Development Studies, Human Rights, International Relations or Law, or any other related field from an accredited academic institution with three years of relevant professional experience; or,
- Secondary School Education with five years of relevant professional experience.

Experience & Skills

- Project implementation/coordination experience.
- Experience in enhancing the capacities of governmental and non-governmental stakeholders on migration issues.
- Knowledge of Egypt's migratory context and national labour migration policies
- Excellent capacities in word processing and drafting in English and Arabic.

Languages

- Fluency in English and Arabic is required.

Note

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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: maintains 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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

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 which is within commuting distance of the duty station or from another location outside commuting distance will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their **CV** and **cover letter** not later than **Wednesday, 09 February 2022 - Cairo time** on to [Careers | IOM Egypt](#).

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 and considered for the announced vacancy.

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

Posting period:

From 27.01.2022.09.02.2022