



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title	: Project Assistant (02 Positions)
Duty Station	: Country Office in Cairo, Egypt
Classification	: G5
Type of Appointment	: Fixed Term, one year with possibility of extension
Estimated Start Date	: As soon as possible
Reference code	: VN/CAI/2023/31
Closing Date	: October 25, 2023

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:

The UN agencies in Egypt and under the Joint UN Programme are aiming to strengthen the resilience of and contribute to the protection of refugees, asylum-seekers and migrants in vulnerable situations in Egypt and to promote social cohesion with host communities in urban centres.

The programme will contribute to implementing the vision of the Joint Platform for Migrants and Refugees in Egypt, established in November 2021, to realize long-term, sustainable development gains for migrants, refugees, asylum seekers and their host communities, enhancing social inclusion and cohesion. IOM is looking for a Project Assistant to follow up on implementing and coordinating its activities under the UN Joint Programme.

Under the overall supervision of the Head of Protection Unit in IOM Egypt and direct supervision of the National Project Officer, and in collaboration with relevant units at the mission, the successful candidate will be responsible for supporting the implementation of the IOM- UN joint programme in Egypt.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
10. Provides guidance/training to new/junior staff.
11. Perform other related duties as assigned.

Required Qualifications and Experience:

Education

- Bachelor's degree in a community work related field from an accredited academic institution with **three years** of relevant professional experience; or,
- Secondary School Education with a minimum of **five years** of experience in a community work related field, with relevant qualifications.

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Languages

- Thorough knowledge of English and Arabic (Oral and written)

Notes

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 special vacancy notice is subject to funding confirmation.

This is a national position and as such only Egyptian citizens and legal residents with authorization to work in Egypt at the time of the application will be considered.

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.

How to apply:

Interested candidates are expected to submit their applications before **October 25, 2023- Cairo time** through the following links.

For internal Candidates: [Internal Job Postings - Oracle Fusion Cloud Applications](#)

For External Candidates: [External Job Postings - IOM Careers](#)

Note: Late submissions will not be considered.

Interested Candidates are required to complete the full details of the application and include all the mandatory information.

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.