



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

<b>Position Title</b>	<b>: Project Assistant (Joint Platform)</b>
<b>Duty Station</b>	<b>: Country Office in Cairo, Egypt</b>
<b>Classification</b>	<b>: G4</b>
<b>Type of Appointment</b>	<b>: Fixed term, One year with possibility of extension</b>
<b>Estimated Start Date</b>	<b>: As soon as possible</b>
<b>Reference code</b>	<b>: VN/CAI/2023/33</b>
<b>Closing Date</b>	<b>: October 26, 2023</b>

*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](http://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 National Project Officer 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:***

- Assist in the implementation and monitoring of project activities.
- Retrieve, compile, summarize, and present information/data on specific project topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
- Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions, etc.
- Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
- Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations, and other forms of documentation.
- Organize meetings, workshops, and training sessions.
- Respond to general information requests and inquiries; set up and maintain files/records.
- Perform other related duties as assigned.

***Required Qualifications and Experience:*****Education**

- School diploma with four years of relevant experience; or,
- Bachelor's degree in political or social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience.

**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.

## **SKILL**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

## **REQUIRED**

For this position, fluency in English and Arabic is required (oral and written).

### ***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: maintain 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: Produce 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](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 on or before **October 26, 2023-Cairo time** through following links.

For internal Candidates: [Internal](#)

External Candidates: [External](#)

**Note:** Late submissions will not be considered.

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.