



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Applicants

Position Title	Programme Support Assistant
Organizational Unit	
Duty Station	Panama (Global) Administrative Centre
Classification	General Service Staff/G4
Type of Appointment	Special short-term graded, Three Months with possibility of extension
Closing Date	12 August 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.

CONTEXT:

Under the overall supervision of the Head of Operations and the direct supervision of the Programme Support Officer, the successful candidate will assist in carrying out the functions of the Programme Support Team in support to IOM activities under the regional response to the Venezuela situation, by providing general support to project development, reporting and donor liaison.

IOM is the co-lead of the inter-agency coordination platform in response to the flows of Venezuelans and is also implementing a cross-regional response across 17 countries in South America, Central America, and the Caribbean. The response is designed to support Venezuelan migrants and refugees along their routes and in their host countries. The OSE in Panama was established to lead the overall coordination of the response, as well to support IOM Missions in various core areas of work, such as resource mobilization, project and financial oversight, information management, and monitoring and evaluation.

CORE FUNCTIONS / RESPONSIBILITIES:

1. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations, talking points and other forms of documentation for reporting and stakeholder liaison purposes.

2. Provide general administrative support and organize meetings, workshops and training sessions and to respond to general information requests and inquiries
3. Assist in keeping accurate and pertinent records of project development and reporting files, and other Program Support information such as project and reporting databases for all regionally managed projects.
4. Assist in the timely and accurate reporting including official monthly, interim, and final reports for donors and the VRT based on program objectives, work plans, and timelines set by project agreements. In addition, contribute to periodic and activity-specific reports from the Missions, Regional, and Headquarters, as may be required.
5. Support the organization's project development actions by maintaining regular contact with relevant counterparts and by providing drafted sections of project funding submissions, proposals, and appeals.
6. Assist in liaison with relevant authorities, United Nations agencies, non-governmental organizations, and other stakeholders.
7. Assist in monitoring and drafting progress reports on humanitarian response, protection, socio-economic integration, and migration management programming in the region as it relates to the Venezuela Situation.
8. Establish and maintain contacts with relevant internal and external partners for information collection and sharing, and to provide information regarding humanitarian response, protection, socio-economic integration, and migration management.
9. 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 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.
- Previous experience with and knowledge of donor funding mechanisms is essential;

SKILLS

- Understanding of the situation within Venezuela, as well as the region, is essential;
- Experience in project development and report writing skills.
- Computer skills and knowledge of relational databases, Microsoft applications, spreadsheets, word processing, etc.;

LANGUAGES

Required: Fluency in English and Spanish

Desirable: Working knowledge of Portuguese

REQUIRED COMPETENCIES:

The incumbent is expected to demonstrate the following values and 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.

Please keep in mind:

The offer to candidates in relation to this vacancy is subject to confirmation of funds. Likewise, the designation will be subject to the certification of which the candidate is fit to work, the presentation of the necessary accreditations, visa or residence and security approvals.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 12 August 2022 at the latest, referring to this advertisement.

For further information, please refer to:

<http://panama.iom.int/en/vacancies>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

Posting period:

From 30.07.2022 to 12.08.2022

Requisition: VN2022_22 Programme Support Assistant (57697348) Released

Posting Channel: For Internal and External Candidates

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