

**Open to Internal and External Candidates**

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|  Vacancy Notice Number | : |  **VN #BLR/2022/17** |
|  Position Title | : |  **Project Assistant** |
|  Duty Station | : |  **Minsk, Belarus** |
|  Classification | : |  **General Service Staff, UG** |
|  Type of Appointment | : |  **Special Short-Term, 6 months (with possibility of extension pending available funds and satisfactory job performance)** |

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|  Closing Date  | : |  **25 November 2022** |

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.

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| 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. |

***General Functions:***

*Under overall supervision of the Chief of Mission (COM) and direct supervision of the Project Coordinator, the Project Assistant will be responsible for providing necessary support and contributions to the implementation of IOM’s emergency projects/ programmes.*

***Core Functions / Responsibilities:***

* Assist Project Coordinator in planning, coordination and daily implementation of the Emergency projects/ programmes;
* Assists in preparation of relevant documents for procurement and bidding procedures;
* Assist in the development of a project work plan;
* Provide assistance in all logistic arrangements concerning project implementation;
* Prepare the necessary project documents, draft letters, maintain functional filing system, carry out other duties, as assigned, to support smooth and effective implementation of related project activities;
* Draft and edit project documents, assessment/monitoring trip reports, interim and final reports for internal IOM use or for submission to donors and state agencies;
* Makes necessary bookings, establishes direct working contacts with project partners, makes telephone calls and maintains filing system;
* Provide informal interpretation and written translation (English/Russian) when necessary;
* Draft official and unofficial correspondence in English and Russian;
* Take notes at relevant project/ programme events;
* Organize coordination meetings with partners;
* Draft and submit regular activity and progress reports;
* Perform other duties as may be assigned by the CoM and Project Coordinator.

***Required Qualifications and Experience***

* *University degree, preferably in Humanitarian Science or Law, with three years of relevant professional experience;*

*or*

* *High school diploma with at least five years of relevant professional 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;*
* *Knowledge and understanding of the migration issues in the country is an advantage;*
* *Strong organizational skills, a proven ability to establish priorities and plans, and an ability to work independently, and show leadership and initiative within a team environment are necessary;*
* *Work experience in UN agencies will be considered as an asset.*

***Languages***

English – fluent /written and spoken

Russian – fluent /written and spoken

***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies

**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.

***Other***

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearances.

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:***

All interested applicants are kindly invited to send their Cover letter in English and IOM Personal History Form (contains name and contact information of three referees) to *tmarholina@iom.int* by 25 November 2022 latest, referring to this advertisement in the subject line of your message.

Please note that only shortlisted candidates will be contacted.

***Posting period:***

From 17.11.2022 to 25.11.2022