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IOM International Organization for Migration  
OIM Organisation internationale pour les migrations  
OIM Organización Internacional para las Migraciones

## **TERMS OF REFERENCE**

<b>Position Title:</b>	Technical and Administrative Assistant
<b>Duty Station:</b>	IOM Regional Office, San Jose
<b>Department:</b>	Labour Mobility and Human Development (LHD) Division, Department of Migration Management (DMM)
<b>Duration of Assignment:</b>	4 months (Maternity Leave Coverage)

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## **BACKGROUND INFORMATION**

The Labour Migration and Human Development (LHD) Division in the Department of Migration Management (DMM) is the focal point for IOM's policy and operational engagement in the areas of labour migration, integration, migrant training, and migration and development. LHD division has the institutional responsibility for overseeing the programme development and implementation in relevant thematic areas through a team of experts in Geneva and supported by a network of thematic specialists in IOM's regional offices, including Regional Office for Central and North America and the Caribbean in San Jose. To ensure the coherence of purpose and strategy among the various activities within the organization, LHD specialists work in close coordination with other divisions of the DMM, as well as colleagues in the Department of Emergencies (DOE) and the Department of International Cooperation and Partnership (ICP). Through research and dissemination of good practices, the LHD Division also keeps the organization, its partners and beneficiaries up to date on labour migration, integration and development trends in order to improve project development and the delivery of services to governments and migrants.

## **SUPERVISION**

The assistant will work under the guidance and supervision of the Senior Regional Labour Mobility and Human Development Specialist at IOM Regional Office for Central and North America and the Caribbean based in San Jose. Supervision will be supported by the Senior Labour Migration Specialist based at IOM Headquarters in Geneva.

The IOM Regional Office in San José, Costa Rica, provides support to IOM offices in Central America, North America and the Caribbean; plans and coordinates strategies and activities within the region and maintains liaison and partnerships with governments, development partners and civil society; provides technical support to governments to develop national migration frameworks and strengthen migration management systems; works with the Regional Conference on Migration (Puebla Process) and the recently created Caribbean Migration Consultation and other relevant sub regional and regional processes such as the Central American Integration System (SICA), the Central American Commission of Directors of Migration, and the Caribbean Community; and liaises with regional multilateral institutions, such as the Organization of American States, the Inter-American Development Bank and the Pan American Health Organization.

### **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Senior Regional Labour Mobility and Human Development Specialist, the assistant will have the following duties and responsibilities:

- Assist in data analysis and drafting of reports on labour migration and sustainable development;
- Assist in dissemination of information on labour migration and sustainable development.
- Provide logistical and administrative assistance in organizing information meetings, trainings and seminars for internal and external audiences;
- Assist in strengthening the regional network of focal points on labour migration and sustainable development;
- Assist in developing knowledge and information-sharing tools on labour migration and sustainable development in coordination with other relevant IOM specialists and Country Offices, to facilitate improved information sharing between IOM staff working on these topics in the region.
- Participate in meetings as required;
- Perform such other duties as may be assigned.

### **QUALIFICATIONS AND EXPERIENCE**

- University degree in Economics, International Relations, Business Administration, the Social Sciences, Law, Development Studies, International Affairs or any related discipline;
- Knowledge on labour migration and human rights is desirable;
- Computer literacy, including proficiency in MS Office programmes, social media, knowledge of SharePoint or other collaboration and knowledge management platforms is an advantage;
- Strong organizational skills;
- Ability to timely understand the Organization's structure and portfolios;

- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Practical experience of how-to multi-task, prioritize and work independently;
- Excellent knowledge of spoken and written English;
- Fluent Spanish required;

### **COMPETENCIES**

The successful candidate will demonstrate the following core behavioural IOM competencies:

- Accountability
- Client Orientation
- Continuous Learning
- Communication
- Creativity and Initiative
- Planning and Organizing
- Professionalism
- Teamwork
- Technological Awareness

### **HOW TO APPLY**

Send CV and letter of interest to the following e-mail address [rosanjosevacancies@iom.int](mailto:rosanjosevacancies@iom.int) with subject "Temporary LHD Assistant" . Applications will be received until 14 February 2019.