



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Senior Project Assistant
Position grade	G6
Duty station	Country Office, IOM Costa Rica
Position number	TBD
Job family	Operations
Organizational unit	10016100
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	17 Nov 2022
Reports directly to	National Project Officer and National Programme Coordinator Western Hemisphere Program, Costa Rica
Number of Direct Reports	1
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Created in 1951, IOM – International Organization for Migration is the leading intergovernmental organization in the field of migration, working closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. This is done by providing services and advice to governments and migrants.</p> <p>Under the overall supervision of the National deputy Coordinator of the Regional Program on Migration and the direct supervision of the Senior Project Assistant, the Project Assistant (Local Promoter) will be responsible for executing the following tasks:</p> <p>The Western Hemisphere Program (WHP), funded by the Office of Population, Refugees and Migration (PRM) of the United States Department of Population, seeks to improve the capacities of the States in Central America, Mexico and the Caribbean to governance of migration in a humane and sustainable way. The Program has four pillars: migration governance, regional dialogue and partnerships, management of migration crises, and communication for development.</p> <p>Under the general supervision of the National Coordinator of the Western Hemisphere Program and the direct supervision of National project officer of the Western Hemisphere Program, the Project Assistant will be responsible for executing the following tasks:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Coordinate, plan and supervise the implementing activities related to the Costa Rica Mission Strategic Plan and the WHP work plan.	

2. Develop the terms of reference, support in the selection and follow up on the work of consultants.
3. Maintain and strengthen effective cooperative relationships with key national counterparts (government and civil society) and international organizations involved, to explore synergies and avoid duplication of actions.
4. Carry out, as required, field visits for the development of the program's activities at the national level in coordination with the national monitoring and evaluation officer.
5. Coordinate the administrative tasks required for the implementation of the activities and control of the allocated budget.
6. Implement the technical reports related to assigned area.
7. Identify and document good practices and lessons learned that contribute to improving the efficiency and effectiveness of the implementation of activities.
8. Supervise, guide, and coordinate the work of other junior project assistants.
9. Other responsibilities as assigned by the supervisor.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

Highschool degree with 6 years of relevant professional experience.

Or

Bachelor's degree is required, like social work, administration, politics science, law, international relations, economy with 4 years of relevant professional experience.

EXPERIENCE

- Experience with international organizations, non-governmental or governmental organizations.

SKILLS

General knowledge in management and General studies on migration will be an advantage.

V. LANGUAGES

Required (specify the required knowledge)	Desirable
Fluency in English and Spanish (oral and written).	French
VI. COMPETENCIES¹	
The Senior Project Assistant must have the following technical and personal skills:	
Values - all IOM staff members must abide by and demonstrate these three values:	
<ul style="list-style-type: none"> • <u>Inclusion and respect for diversity:</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency:</u> maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism:</u> 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 <i>level 2</i>	
<ul style="list-style-type: none"> • <u>Teamwork:</u> develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results:</u> produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge:</u> continuously seeks to learn, share knowledge and innovate. • <u>Accountability:</u> takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work. • <u>Communication:</u> encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. 	
Managerial Competencies – behavioural indicators <i>level 2</i>	
<ul style="list-style-type: none"> • <u>Leadership:</u> provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization’s vision; assists others to realize and develop their potential. • <u>Empowering others & building trust:</u> creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential. • <u>Strategic thinking and vision:</u> works strategically to realize the Organization’s goals and communicates a clear strategic direction 	
SIGNATURES:	
1 ST LEVEL SUPERVISOR	DATE

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

2 ND LEVEL SUPERVISOR	DATE
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Submission of application:

The candidate should send his/her application through the following email cosanjosevacancies2@iom.int , using as Subject “**SVN 2022-051** Senior Project Assistant”

The application must include:

- Curriculum with 3 references.
- Letter of interest.
- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by December 07, 2022.

No applications will be considered after this date.

Shortlisted candidates will be invited to an interview.