



International Organization for Migration (IOM)
The UN Migration Agency

TERMS OF REFERENCE

Position Title : **SVN-2023-04 Project Assistant**
Integrated Response on Migration (IRM)

Duty Station : **Belize City**

Classification : **UG**

Type of Appointment : **SST Ungraded Contract**

Estimated Start Date : **17th April 2023**

Closing Date : **31st March 2023**

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.

Belize became a member of the IOM in 2000 and established an office in Belize in 2010. In accordance with its mandate, it aids the Government of Belize and civil society partners by promoting an orderly flow of migration that will guarantee humane treatment of the migrants and ensure their well-being.

IOM conducts strengthening, coordinating and capacity building projects with the following government entities: Ministries of Immigration, Foreign Affairs, Human Development, Labour and Statutory Bodies; Academia, Municipal Bodies, Civil Society and Non-governmental partners. Likewise, IOM coordinates activities with diplomatic missions, as well as with UN Agencies through the United Nations Country Team.

Context:

Under the overall supervision of the Chief of Mission, the secondary supervision of the IRM Sub Regional Coordinator and direct supervision of the National Project Officer, the successful candidate will be responsible for supporting IOM aiding for the implementation of the Integrated Responses on Migration (IRM) program in Belize, through the execution of activities related to post-arrival and reintegration support for returning migrants and internal displaced persons. In particular, the incumbent will have following duties and responsibilities:

Core Functions / Responsibilities:

1. Support with the day-to-day activities in the office by assisting with answering the door, the phone, ordering supplies for the office.
2. Preparation of Purchase Requisitions (PR), Request for Payments (RFP) and maintain a filing system in physical and digital form and all administrative documents of the project in the country for future internal and external auditing purposes.
3. Monitor expenditure in the IRM register, organize obtain necessary approval and update budget related information.
4. Support logistics planning for project meetings and events.

5. Act as a focal point for administrative duties coordinating with external parties in the private and civil society sectors and internal parties initiating requests, supporting procurement processes, obtain necessary clearances, follow-up on administrative actions, creating vendors, amongst other administrative processes.
6. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops, and training sessions.
7. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
8. Support the standardization, cleaning, and formatting of data of program activities and maintain filing of physical and digital files/records.
9. Support the community outreach on all social media platforms ensuring that the community outreach aligns with IOM branding standards, that accurate information is shared in a timely manner, and effective beneficiary referral is carried out.
10. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors, and other stakeholders relevant to the project.
11. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
12. Perform other related duties as assigned.

Required Qualifications

- Junior College or 6th form Degree with three years of relevant experience; or,
- Bachelor's degree in political or social Science, Finance & Banking International Relations, Development Studies, or related fields from an accredited academic institution with three years of relevant professional experience.

Experience & Skills

- Experience in liaising with governmental authorities, national/international institutions, 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.
- Great organizational skills
- Incredible attention to detail to catch errors.
- Excellent knowledge of MS Excel

Languages

Fluency in English (oral and written), Spanish is an added advantage.

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: 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

- 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.

How to apply:

Interested candidates must submit their application (resume, letter of interest and 3 references) by e-mail to: iombelize@iom.int

The email subject must be: "SVN-2023-04".

Deadline for sending applications: 31st March 2023

For an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

Posting period: From 17th March to 31st March 2023