



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY LT10-2019-02

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Vilnius, Lithuania**
Classification : **General Service Staff, Grade G-5**
Type of Appointment : **Special Short Term, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **14 May 2019**

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.

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.

Context:

Under the overall guidance of the Head of Unit, the successful candidate will contribute to the implementation of the activities under the European Migration Network (EMN) project by providing effective and efficient project support.

Core Functions / Responsibilities:

1. Contributes to the preparation of EMN studies by collecting and analysing relevant information and statistical data;
2. Contributes to finalization, publication and timely submission of EMN outputs in accordance with agreed work-plan;
3. Assists in dissemination of EMN outputs to EMN national network;
4. Assists in the preparation of EMN reports on project activities and budget expenditures in line with reporting requirements, including preparation of supporting documentation, and provides regular feedback on the progress of various activities and any foreseen issues to the Head of Unit;

5. Organizes and maintains proper procurement operations related to EMN activities and filing systems in strict adherence to EMN requirements and of IOM-procurement procedures, contributes to procurement of goods and services related to project activities, is responsible for maintaining up to date Procurement records in PRISM;
6. Assists in organising meetings, workshops, seminars, trainings and expert round-tables;
7. Supports development of information repository for all EMN documents, outputs, and reports;
8. Contributes to other administrative and logistical tasks needed for project implementation;
9. Attends official meetings, appointments and duty travel;
10. Performs other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree from an accredited academic institution in Business Administration, Public Management, Economics, Finances or related fields with minimum three years of relevant professional experience in the above-mentioned fields; or
- Completed High School degree/certificate in Business Administration, Public Management, Economics, Finances or a related field with five years of relevant professional experience.

Experience

- Experience in project implementation, administration, finances and procurement;
- Knowledge of main migration issues;
- Good spoken communication skills - ability to interact with various individuals as well as organizations;
- Experience in managing EU funded projects, including familiarity with monitoring and reporting procedures is an advantage;
- Working experience with SAP is an asset.

Languages

Excellent working knowledge of both Lithuanian and English is required. Knowledge of any other language is an asset.

Required 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 – 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 vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to send their CV and motivation letter to iomvilnius@iom.int by **Friday, 14 May 2019** at the latest, referring to this advertisement. Tel number for contacts 8 5 262 48 97

Only shortlisted candidates will be contacted.

Posting period:

From 26.04.2019 to 14.05.2019.