



IOM International Organization for Migration

Vacancy Notice

VN Number	AZVN2017-15
Position Title:	Programme Assistant
Duty Station:	Baku, Azerbaijan
Classification:	General Service Staff, Grade G5
Type of Appointment:	One Year Fixed Term, with possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	December 27, 2017

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.

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:

On 1 September 2014, IOM began implementing the Consolidation of Migration and Border Management Capacities in Azerbaijan (CMBA) Project with the financial support of the European Union. The project aims to enhance the capacities of Azerbaijani authorities in the area of migration and border management in line with relevant EU-Azerbaijan Agreements, in particular the Visa Facilitation and Readmission Agreements.

Under the overall supervision of the Chief of Mission and the direct supervision of the Project Coordinator, the successful candidate will provide assistance in the implementation of projects including but not limited to: research, information gathering and sharing; providing inputs in project development; drafting reports; coordinating administrative and logistical arrangements required in project implementation.

Core Functions / Responsibilities:

1. Regularly research, follow-up, compile, analyse and share information and data on national, regional and international developments, reports, legislation and other relevant documentation on migration relevant to the work of IOM Azerbaijan. Note and highlight noteworthy issues and provide inputs to project development.
2. Support the implementation of activities of the Immigration and Border Management project(s); assist in the day to day activities and administrative

- processes; report regularly on the challenges and progress recorded in realization of activities.
3. Coordinate all logistical and administrative arrangements of project activities such as conferences, trainings, workshops, study/field visits, research etc.
 4. Actively participate and contribute to project activities by acting as event moderator, prepare and deliver presentations and respond to questions of the participants etc.
 5. Support the resource management of the project(s) via assisting procurement of services, supplies, equipment and of payments; follow up project expenditures in close coordination with the RMO office.
 6. Draft various project related correspondence (programs of activities; list of participants; invitation letters, activity reports etc.).
 7. Draft documentation for the consultants working in the project (Terms of References, contract, etc.).
 8. Draft project reports such as inception, progress, final etc. as well as analytical notes of meetings, development of research reports, briefing notes, policy papers, and other materials as required.
 9. Draft minutes of internal or external meetings and follow up on required actions.
 10. Assist in collaborating and communicating actions with the beneficiary, donors and other stakeholders of the project
 11. Maintain systematic and updated filing of the project related documents, archive project-related files.
 12. Carry out informal translation/editing of daily correspondences and project related documents, reports if requested by the supervisor.
 13. Book and purchase tickets through local and international airline partners using direct contacts and AMADEUS Selling Platform, assign respective pro flight numbers;
 14. Coordinate with the airline partners for ticket issuance / cancellation / rebooking / refund procedures; timely notify internal and external partners concerning relevant bookings, routings, cancellations, etc.
 15. Process travels in Integrated Global Airline Ticket Order Record (i-GATOR) for payment issues;
 16. Follow up International Civil Aviation Organization (ICAO) new requirements;
 17. Participate in the events on migration and border management organized by the national, international organizations and UN as required by the supervisor
 18. Undertake duty travel as may be required.
 19. Perform other duties as may be assigned

Required Qualifications and Experience

Education

- University degree in Social Sciences preferably law, sociology, social anthropology, political science, international relations, economics or a related field from an accredited academic institution with three years of relevant professional experience; or
- Completed High School degree from an accredited academic institution, with five years of relevant professional experience.

Experience

- Experience in migration and relevant national/regional/international policies.
- Prior experience in functions relating to project development and implementation.
- Knowledge and experience in IOM's Project Development and Project Management policies and procedures is an advantage
- Good knowledge of IOM financial rules, procedures and processes.
- Experience in liaising with governmental and diplomatic authorities, other national / international institutions
- Experience working in the region an advantage.
- Experience in drafting reports, writing papers, briefings.
- Experience of travel arrangements and using relevant tools.

Languages

Fluency in **English** and **Azerbaijani** is required.

Russian is an advantage.

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

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 requested to submit their application including the **most recent CV with a cover letter in English** by indicating **name of the position** applied with its **VN number** in the subject line of the e-mail to bakuhr@iom.int by the end of **27 December 2017**.

Please note that only shortlisted candidates will be contacted