



IOM International Organization for Migration

Vacancy Notice

VN Number	AZVN2017-16
Position Title:	Project 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:	January 03, 2018

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:

Migration Law Unit within IOM Azerbaijan has been established to reach the Mission's objective of promoting international legal standards and rule of law in migration governance. In this respect, the Unit: i) promotes understanding of migration law within the Mission and amongst its counterparts; ii) capacitates and facilitates migration management in Azerbaijan pursuant to the rule of law and international legal standards; iii) supports and participates in IOM's general efforts on protection of the rights of individuals involved in migration.

Project Assistant, under the supervision of Chief of Mission will be responsible for providing assistance in the development and implementation of migration law related project activities within the Mission.

Core Functions / Responsibilities:

1. Provide assistance and fulfil tasks related with the implementation of Migration Law project activities, contributing to the successful completion of duties pertaining to the Mission's technical cooperation within Migration Law projects
2. Support the Unit in organizing pertinent Migration Law training activities
3. Provide guidance on legal related issues on local migration legislation and international migration law to stakeholders in coordination with supervisor
4. Carry out under the supervision of Chief of Mission in liaising and collaboration on Migration Law and related policy and research, issues and initiatives with relevant experts, international and national organizations, counterparts as well as other stakeholders for general coordination of implementation activities

5. Support the Unit for providing legal guidance and assistance to other units within the Mission in developing migration law related activities in the framework of implemented projects.
6. Review and comment on Migration Law related aspects in research reports, articles, presentations, policy documents and proposals
7. Travel on field missions whenever possible and required by any activity planned under the project
8. Assist other unit members in implementation of the work programme and priorities
9. Report to the Chief of Mission on implemented activities and achieved results
10. Perform such other duties that may be assigned

Required Qualifications and Experience

Education

- Completed High School/Secondary School education from an accredited academic institution with minimum 5 years' professional experience; or
- Completed Bachelor's Degree in the field of law, International Law or related fields with 3 years' relevant experience.

Experience

- Professional experience in the field of law relating to migration, with a government, international organization or a non-governmental organization
- Proven experience of implementing migration law-related projects
- Experience in legal research and training
- Solid knowledge of PCs and MS Office Software (Word, Excel, Outlook, Power Point, etc)
- Prior experience of working within the UN Common System or in an international/non-governmental organization is a distinct advantage.

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

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 **03 January 2018**.

Please note that only shortlisted candidates will be contacted