



IOM International Organization for Migration

## Vacancy Notice

<b>VN Number</b>	AZVN2018-01
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:	24 January, 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:**

International Organization for Migration (IOM) recently celebrated its 20th anniversary in Azerbaijan. In 2001, Azerbaijan became an IOM member state through the formalization of a friendly cooperation between IOM and Government of Azerbaijan. With the overall mandate of promoting a humane and orderly migration for the benefit of all, IOM's key area of work focuses on countering human trafficking and protecting rights of victims of trafficking. Specifically, IOM has been assisting the Government of Azerbaijan and civil society organizations to strengthen Azerbaijan's effectiveness in preventing and combating trafficking in human beings and forced labour through i) technical assistance to the government to effectively reform and implement the national anti-trafficking law in line with international standards, ii) capacity building of government and non-government stakeholders, and iii) direct service provision to victims of trafficking (VoTs) and potential VoTs.

IOM aims to support the Government and civil society organizations in combating human trafficking and consequently transnational organized crime by applying a comprehensive, holistic and multidisciplinary approach through the implementation of multiple counter trafficking projects at the central and local level throughout the country.

Under the overall supervision of the Chief of Mission and the direct supervision of the Project Officer the successful candidate will be responsible for providing effective and efficient administrative support to the Head of Migrant Assistance Unit

### **Core Functions / Responsibilities:**

1. Carry out daily tasks, provide assistance developing, implementing and monitoring counter trafficking project activities.

2. Liaise with government and non-government agencies, international and national consultants and other stakeholders for successful implementation of the counter trafficking project.
3. Support in promoting dialogue, information-sharing and cooperation among government and non-government actors on areas of cooperation and project implementation; promote internal information sharing within units in IOM Baku.
4. Prepare necessary project documents to fulfil donor requirements, e.g. interim reports, letters, meeting minutes, activity updates, branding and visibility documents, media monitoring, Monitoring and Evaluation, and other reports.
5. Provide regular updates on national and regional issues relating to trafficking in human beings and migration to the team.
6. Verify that counter trafficking project expenditures are in compliance with approved project budget and inform any inconsistency to the supervisor; follow up for the timely submission of required project reports by consultants and contractors.
7. Make pertinent logistical arrangements for effective implementation of the project activities including meetings, workshops, conferences, seminars. Support in arrangement of missions (contractual agreements, travel arrangements, advance settlements, administrative requirements) including necessary follow up.
8. Travel on field missions whenever possible and required by any activity planned under the counter trafficking project.
9. Maintain systematic filing of the project related documents (reports, letters, administrative documents, etc.) on a regular basis.
10. Provide support to the informal translation of information (reports, fact sheets, presentations, legislative and policy documents, presentations etc.) relating to human trafficking and migration (Azerbaijani to English or vice-versa) as required.
11. Perform such other duties as may be assigned

## ***Required Qualifications and Experience***

### **Education**

- Completed secondary/high school education with at least five years of relevant work experience in the area of project implementation and reporting, or;
- University degree in Law, International Relations, Political Science, Social Science from an accredited academic institution with three years relevant work experience in the above fields.

### **Experience**

- Experience in project coordination and implementation;
- Experience in handling contracts and financial management;
- Experience in writing donor reports;
- Knowledge of project monitoring and evaluation;
- Experience in developing trainings and institutional capacity building;
- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- 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 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 - 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](mailto:bakuhr@iom.int) by the end of **24 January 2018**.

Please note that only shortlisted candidates will be contacted