



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Programme Assistant (SAR)**
Duty Station : **Tripoli, Libya**
Classification : **General Service Staff, G4**
Type of Appointment : **Special Short Term, 9 Months with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference Code : **SVN.LY10.2021.17**
Closing Date : **October 20th 2021**

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 work 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 general guidance of the Chief of Mission and the Programme Manager Immigration and Border Management (IBM), and under the direct supervision of the Programme Officer Search and Rescue (SAR), the Programme Assistant will be responsible to assist in implementation of SAR portfolio and related activities, especially regarding financial and procurement processes and commitments.

Core Functions / Responsibilities:

1. Support the Programme Officer SAR in the establishment of coordination mechanisms with relevant national counterparts and organization of coordination meetings;
2. Provide informal translation of documents related to coordination of SAR activities, draft presentations, letters into English or Arabic, and support the organization of workshops and trainings as needed;
3. Assist the SAR Team in drafting project documents, forms, monitoring and tracking tools and coordination of activities;

4. Support the Programme Officer with any administrative and financial processes and tasks as required, including preparing purchase requests, payment requests and invitation letters;
5. Establish a filing system, ensure the permanent update and accuracy of archives, coordinate closely with the Programme Officer and staff to ensure appropriate document processing and follow-up on pending documentation;
6. Serve as liaison support to track all relevant supporting documents submitted for approval of Logistics/Procurement Unit, Finance Unit;
7. Provide support to the Programme Officer in ensuring that IOM standards for procurement, logistics and financial procedures are duly applied in the implementation of the IBM projects, including through research for product specifications, bid analysis, collection of necessary data/documentation;
8. Follow-up with implementing partners to ensure the delivery of the planned assistance to the beneficiaries within the timeframe;
9. Provide assistance for the production and dissemination of information and visibility material, including drafting of contents for brochures, web sites, newsletters, leaflets;
10. Conduct field travels and support distribution activities, as needed;
11. Perform such other duties as may be assigned by the SAR Programme Officer.

Required Qualifications and Experience

Education

- University degree in a relevant field, such as International Relations, Political Sciences, Migration Studies, Finance, Business Administration, Project Management with at least 2 years of relevant professional experience.
- High School diploma in combination with at least 4 years of relevant professional experience.

Experience

- At least 2 years of relevant working experience in a similar position;
- Experience in working with international organizations, non-governmental organizations as well as governmental and diplomatic authorities;
- Experience in the usage of office software packages (MS Word, Excel, etc.);
- Previous working experience in another international organizations (IOM, UN, ICRC etc.) is an advantage;
- Previous working experience with implementing and monitoring administrative procedures is an advantage.

Skills

- Effective organizational skills and ability to establish priorities and plans;
- Ability to work under pressure and cope with deadlines;
- Demonstrated problem solving attitude and skills;

- Sound knowledge of financial and administrative management and effective resource management skills;
- Good written and spoken communications skills, good interpersonal skills, ability to work in a multi-cultural environment;
- Good knowledge of MS Office applications, e.g. Excel, Word, Outlook, etc;

Languages

- Fluency in English and Arabic (oral and written).
- Knowledge of French and Spanish is an advantage.

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 submit their updated CV with a cover letter to hrdlibya@iom.int, by 20 Oct 2021 at the latest, mentioning the **job title** in the subject line along with this special vacancy notice code **SVN.LY10.2021.17**
Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 14.10.2021 to 20.10.2021