



International Organization for Migration (IOM)  
The UN Migration Agency

## **VN# IOM0822/03**

Position Title : **Project Assistant- Livelihoods**  
Duty Station : **Tehran, Iran**  
Classification : *General service Staff, Grade G5*  
Type of Appointment : *Fixed term, one year with possibility of extension*  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **August 15<sup>th</sup>, 2022**

*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.*

### ***Context:***

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the IOM Iran Programme Coordinator, the successful candidate will be responsible for implementation of Livelihood activities under the IOM CAP.

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

1. Support the implementation of all activities under the livelihoods portfolio of IOM Iran as guided by the Programme Coordinator, in line with livelihoods approach under the CAP.
2. Assist in the implementation of activities in line with the program strategy, programme guidelines, targets and deadlines, as well as IOM and global best practices.
3. Participate in assessments including labor market assessments and supply chain mapping.
4. Assist in the mapping of service providers for Vocational Training, On-Job-Training, Job Placement, and Farming Training as required. Identify and coordinate with potential private companies for the implementation of job placements, and On-Job-Training.

5. Ensure appropriate selection of project beneficiaries by conducting interviews, registering, and profiling applicants using specific criteria.
6. Support IOM selected individuals by facilitating orientation meetings, business trainings, and/or one to-one counseling sessions as necessary and support them in the formulation of their business plans; implement integrated strategies that address key priorities.
7. Travel to project sites on a regular basis to monitor individuals who have received IOM livelihoods assistance, ensure that activities are being carried out in accordance with livelihoods guidelines and provide routine guidance to the Team Leaders to make necessary improvements or changes to livelihoods service delivery.
8. Ensure that all distributions of tools and equipment are monitored for both quality and quantity.
9. Organize and conduct satisfaction and feedback surveys to improve future livelihoods projects.
10. In coordination with the National Project Officer, provide support in coordinating with the relevant government authorities, business associations and private sector companies to implement IOM's livelihoods projects, as well as with relevant inter-agency coordination groups
11. Provide support as required for the implementation of other elements of field team activity including those related to community engagement and engineering.
12. Mainstream the protection principles across all activities by ensuring safety and dignity and avoid causing harm, ensuring meaningful access, accountability, participation and empowerment of Afghan nationals and vulnerable host communities.
13. Perform such other duties as may be assigned by supervisor.

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

#### **Education**

1. University degree in Development Studies, Political or Social Sciences, Sustainable Development, Migration Studies, International Relations, Public Policy, Human rights, or a related field from an accredited academic institution with minimum three years of similar level of relevant professional experience; or
2. High school degree with at least five years of relevant professional experience in the above fields.

## **Experience**

1. Experience in the implementation of livelihood programmes within national/international development and/or humanitarian response projects.
2. Experience working with vulnerable migrants, including refugees, asylum seekers, internally displaced persons, victims of trafficking and other vulnerable groups.
3. Proven experience in Inter-Agency coordination in humanitarian setting.
4. Experience in an international setting with direction and motivation of staff, including staff training and development initiatives.
5. Experience in the design and delivery of capacity building programmes; and Experience in working and/or liaising with government authorities, national/international institutions, United Nations agencies and non-governmental organizations.

## **Skills**

1. Sound knowledge and understanding of migration issues, including the importance of promoting social cohesion and migrant inclusion.
2. Strong liaison and networking skills with government agencies, donor, and INGOs/NGOs;
3. A high level of personal commitment, efficiency, flexibility, drive for results, respects for diversity, creative thinking.
4. Ability to establish priorities and undertake assigned tasks with minimum supervision and maintain composure under pressure.
5. Ability to manage workload within general schedule of work, instructions, and standard practices.
6. Excellent interpersonal skills and demonstrated ability to work effectively in a team environment.
7. Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
8. Ability to prepare and present clear and concise technical reports in English in timely manner; and
9. Proficiency in Microsoft Office tools like (word-processing, spreadsheet, database, e-mail).

## Languages

- Fluency, both written and oral, in local language (Persian) and English is required.
- Working knowledge of Dari and Pashtoo is desirable.

## *Required Competencies*

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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**

- 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.

## *How to apply:*

Interested candidates are requested to fill the Personal History Form attached and send it together with their CV to the following address: [iomtehran@iom.int](mailto:iomtehran@iom.int) no later than **15 August 2022**. Please take note that the vacancy notice number must be referred to in your application and/or cover letter. In order for an application to be considered valid, IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.

## *Posting period:*

From 01.08.2022 to 15.08.2022