



International Organization for Migration (IOM)  
The UN Migration Agency

## **VN # IOM0523-09**

Position Title : **Project Assistant - IBG**  
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 : **June 05<sup>th</sup>, 2023**

*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, and direct supervision of the IBG/CT/SoM Programme Coordinator, and in close cooperation with the Integrated Border Governance Regional Thematic Specialist (IBG RTS) based in the Regional Office for Asia and the Pacific (ROAP) and other units in IOM Iran; the project assistant is responsible for the effective and efficient implementation of the IBG/CT/SoM projects in IOM Iran.

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

1. Support implementation and monitoring of day-to-day activities and administrative, financial processes and technical aspects in line with IOM policies and procedures and donor requirements and bring conclusions, deficiencies, and gaps to the attention of the management along with recommended actions of the project(s) under direct coordination of the supervisor and in collaboration with family Assistance Program (FAP).
2. Support in the implementation of IOM projects under the Immigration and Border Governance (IBG), Counter Trafficking (CT) and Smuggling of Migrants (SoM) related projects, which can include, but is not limited to, tasks ranging from assistance in organizing workshops, meeting and conferences, and liaison with national counterparts.

3. Retrieve, compile, summarize, analyze, and present information/data on specific project topics.
4. Monitor the procurement as well as the IBG/CT/SoM projects through timely facilitation of all necessary administrative, organizational, and tender processes, under the supervision of the Program Coordinator and in coordination with the Resource Management Unit.
5. Participate in relevant trainings/workshops to learn from and contribute to strengthening capacity of relevant partners in identification, referral and assistance of VoTs and other beneficiaries.
6. Contribute to the development of relevant tools and guidelines to support the IBG activities as well as the effective identification, referral and assistance of trafficking and other vulnerable migrants in Iran in collaboration with the Protection Unit.
7. Under the direct supervision of the Programme Coordinator, assist and work to strengthen coordination efforts with government entities, embassies, implementing partners, UN agencies, and other stakeholders involved in carrying out IBG/CT/SoM activities in the country.
8. Monitor the implementation of operations, regularly make suggestions on how to improve efficiency and effectiveness and bring problems or issues to the attention of the supervisor in a timely manner.
9. Develop and maintain a positive working relationship with staff members within the projects and with external counterparts.
10. Assist the Program Coordinator's supervision of project staff, inputs for performance evaluation, and assist in the resolution of team conflicts.
11. Maintain and ensure confidentiality of project-related matters, in accordance with guidelines and instructions.
12. Perform such other duties as may be assigned.

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

#### **Education**

University degree in a relevant field from an accredited academic institution, with three years of relevant professional experience or;

High school degree with five years of relevant professional experience.

## **Experience**

- Have a good understanding of migration issues, in particular migrants' rights and migrants' protection mechanisms and border governance issues.
- Have a good understanding of Trafficking in Human beings, Smuggling of Migrants including knowledge on the referral system and the IOM related policies in terms of Victims of Trafficking assistance, protection, and reintegration.
- Experience with non-governmental organizations is an advantage.

## **Skills**

- Knowledge of data protection guidelines and principles is an advantage.
- Advanced English writing and communication skills.
- Analytical skills as well as communication skills with a wide array of actors.
- Excellent writing, communication, and analytical skills; ability to prepare clear and concise reports.
- Very good knowledge of Microsoft applications and digital platforms for online training.
- Ability to liaise and interact with Government entities.

## **Languages**

- Fluency, both written and oral, in local language (Persian) and English is required.

## ***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** and **cover letter** to the following address: [iomtehran@iom.int](mailto:iomtehran@iom.int) no later than **05<sup>th</sup> June 2023**. 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 22.05.2023 to 05.06.2023