



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice

VN-CV10-2019-01

Open to internal and external candidates

Position Title : **Project Assistant**
Duty Station : **Praia, Cabo Verde**
Classification : **General Services Staff, Grade 5**
Type of Appointment : **Short term, three months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **May 22, 2019**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

IOM has been working to counter the trafficking in persons since 1994. IOM counter-trafficking activities have responded globally to needs in the areas of prevention, awareness raising, policy development, capacity building as well as the protection and assistance needs of the individual victims of trafficking (VoT).

Cabo Verde is a source and destination country for victims of trafficking subjected to forced labour and sex trafficking within and outside the country, especially children and women. Sex trafficking including prostitution and sex tourism are common forms of exploitation in Cabo Verde. Borders are porous and West African and Asian migrants may transit the archipelago en route to situations of exploitation inside the country and to Europe.

In this regard, the Government of Cabo Verde (GoCV), through the Immigration General Directorate (DGI), has solicited IOM's support to enhance the GoCV's response to trafficking in persons and related crimes.

To address these requests, IOM Cabo Verde, through the "Counter-Trafficking Training and Technical Assistance (T&TA): A Global Rapid Response Project", funded by J/TIP - US Department of State's Office to Monitor and Combat Trafficking in Persons, will conduct in two phases a technical assistance as follow:

Phase I - Adoption of SOPs on the identification, assistance, protection, investigation and prosecution of (potential) TIP cases.

Phase II - Organization of three-day trainings on recognizing TIP in all its forms (this Phase is contingent upon approval from J/TIP)

Under the overall supervision of the Regional Director and the direct supervision of the Head of Office, and in close collaboration with the, Consultant and other project actors in the IOM Mission for Cabo Verde, IOM Washington and IOM Regional Office in Dakar, as well as US Embassy and government agencies, the Project Assistant will support the administration, management and monitoring of the activities related to the project.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities;
2. Retrieve, compile, summarize, analyse, and present information/data on specific project topics;
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information;
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, and other related tasks;
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions;
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation;
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project;
9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor;
10. Support the IOM Head of Office in Cabo-Verde in following up on all relevant activities of the project, specifically those related to policy development and data management;
11. In close coordination with the RO Dakar Public Information Officer, contribute to the monthly newsletters/articles/blogs to report on this T&TA programmatic achievements;
12. Provide day-to-day administrative support for the project implementation (communication, correspondence, contracts, etc);
13. Undertake any other tasks as may be required.

Required Qualifications and Experience

Education

- Bachelor's degree in Business Administration, Public Relations, Project Management, Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human

Rights, Law or related fields from an accredited academic institution, with three years of relevant professional experience. or;

- School diploma with five years of relevant experience.

Experience

- Substantial experience in Project Cycle Management;
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;
- Professional experience working on actions against human trafficking is a distinct advantage as well;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- Knowledge of IOM and/or other UN agencies procedures is a distinct advantage;
- Knowledge and understanding of the migration issues in the country is an advantage;
- Strong written and verbal communication skills;
- Excellent computer skills and a high level of proficiency in spreadsheet and database applications;
- Experience in contract, administration, finance and logistics.

Languages

Fluency in Portuguese and English are required. French language is an added 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: maintains 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.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

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, accreditation, any residency requirements, and security clearances.

Only candidates residing in the country of the duty station will be considered.

How to apply:

Interested candidates are invited to submit their applications via e-mail to iomcapeverde@iom.int referring to this advertisement in the subject: "VN-CV10-2019-01: Application for Project Assistant Vacancy – **Name of the Candidate**". Application must contain a CV and a cover letter addressed to the Head of Office of IOM Cabo Verde in a unique file.

Only shortlisted candidates will be contacted.

Posting period:

From 07.05.2019 to 22.05.2019