



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Project Assistant**
Duty Station : **Seoul, Republic of Korea**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One Year Fixed-Term with possibility of extension**
Estimated Start Date : **ASAP**
Closing Date : **December 11, 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.

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:

Since the opening in 1999, IOM Mission in the Republic of Korea (ROK) has been playing a key role in liaising among governmental and non-governmental actors in the field of humanitarian assistance in the Republic of Korea and promoting the principle of humane and orderly migration that benefits both migrants and society by offering quality trainings and research products.

Under the overall supervision of the Chief of Mission (CoM) of IOM ROK and direct supervision of the National Project Officer (NPO); and in collaboration with relevant units at the Mission as well as Regional Offices and Headquarters, the successful candidate will be responsible and accountable for supporting project operation of the Humanitarian Assistance Team.

Core Functions / Responsibilities:

1. Provide program and administrative support to the project team in the preparation and delivery of project activities, particularly in logistic planning and communication. Identify adequate vendors/contractors/partners, administrative procedures, and course of action, develop a work plan including procurement and communication plans, and support in proceeding the verified plan while ensuring seamless communication and coordination with other units of IOM ROK in the project administration.
2. Keep track of project outputs and follow up on the timely delivery of the project as per the Results Matrix and timelines. Support in project risk management by

- identifying deviations and potential risks and proposing adequate corrective measures.
3. Assist in project reporting and donor communication by participating in quality evaluation of project activities and drafting reports when required. Compile and analyze the gathered data and produce reporting documents in various formats adequate to the purpose and the audience while ensuring the accuracy of the information.
 4. Contribute to the communication with project partners and stakeholders such as NGOs, government entities and other humanitarian actors in ROK, and facilitate their engagement and active participation in trainings and other project activities. Draft communication materials and facilitate information-sharing with relevant target groups through an adequate means.
 5. Monitor trends and needs in the ROK humanitarian sector and contribute to the project development as well as activity delivery by suggesting potential partners, contributors, or topics of interests to project beneficiaries. Support the project team in network-building and partnership expansion with key stakeholders within the country and globally.
 6. Support in the management of the project database including resource archives, and contribute to the improvement of archiving of project documents including refinement of relevant guidelines.
 7. Conduct quantitative and qualitative research on topics related to the project and produce analytical reports when required.
 8. Attend meetings related to the project, draft minutes, and ensure appropriate follow-up actions in a timely manner.
 9. Perform such other duties as may be required.

Required Qualifications and Experience

Education

Bachelor's degree or equivalent from an accredited academic institution, preferably in Business Administration, Communications, International Studies, Humanitarian Affairs, or other relevant fields, combined with three years of relevant professional experience.

Experience

- Proven track record in project management support, communication and event organization in an international setting is required. Experience in project development, M&E, reporting and donor relations is a great plus;
- Demonstrated ability to liaise with diverse stakeholders including International Organizations, NGOs as well as national and local government is required;
- Work experience in international, non-governmental and/or governmental organizations is desirable, including understanding of IOM's administrative and financial management procedures as well as operational policies;
- Good knowledge of humanitarian affairs and international cooperation including the relevant community within ROK is desirable;
- Professional exposure to reporting for different stakeholders, donors and project partners is a strong advantage;
- Excellent organization, communication and interpersonal skills;
- Proven sense of diplomacy, versatility and strong responsibility over assigned duties;
- Proficiency in Microsoft Office programs such as Word, Excel and PowerPoint is essential; Knowledge of other teamwork and teleconferencing tools is an advantage.

- Knowledge of IOM including operational and administrative procedures is a great plus.

Languages

Professional proficiency in both Korean and English is required.

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.
- 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

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications using IOM PH form with Cover Letter to iomseoul@iom.or.kr, by December 11, 2022 at the latest, referring to this advertisement. Position title should be specified in the SUBJECT field. Korean citizen or foreign national with valid work permit/visa can apply.

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 28.11.2022 to 11.12.2022