

**Open to Internal and External Candidates**

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| Position Title | : | **Senior Project Assistant (Programme Development)** |
| Duty Station | : | **Kyiv, Ukraine** |
| Classification | : | **General Service Staff, Grade G7** |
| Type of Appointment | : | **Special short-term, Six months with possibility of extension** |
| Estimated Start Date | : | **As soon as possible** |
| Closing Date | : | **5 April 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.

IOM is committed to a diverse and inclusive 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 overall supervision of the Chief of Mission (CoM) in Ukraine and direct supervision of the Project Development Officer (Monitoring and Evaluation), and in coordination with programme and support untis, the successful candidate will be responsible for supporting project developments efforts in the Policy Liaison and Project Development (PLPD) Unit.

***Core Functions / Responsibilities:***

1. Assist in the planning, coordination, implementation of project development activities in line with IOM internal guidance and policies as well as donor requirements.
2. Prepare background documents, analysis, graphics, concept notes, narrative proposals, including results matrices, risk assessments, and other annexes, and budgets and in close coordination and through extensive liaison with relevant programme and support teams.
3. Continuously update key project data and conduct regular funding analysis and upon request, including donor information, budgets considering up to date exchange rates, project duration including start and end dates, programmatic areas and budget breakdown, funding levels against appeal documents, and project status.
4. Ensure accurate and up to date filing of documentation in the internal project repository, including narrative proposals, budgets, endorsement emails, donor guidance, correspondence, donor agreements, legal approvals, informal and formal donor reporting (narrative and financial), as well as well project development resources, including appeal documents, policies, thematic guidance, etc.
5. Act as the main focal point for the administrative coordination of project development and revisions through IOM corporate tool PRIMA FOR ALL (PRIMA) and provide guidance to other support staff.
6. Provide inputs for the development of Standard Operating Procedures (SOP) pertaining project development processes, most notably PRIMA.
7. Participate in internal and external meetings and conferences to stay abreast of contextual developments, programme needs, as well as donor guidance and requirements related to project development.
8. Support programme teams and management develop formal and informal donor reports (narrative and financial) and respond to complex ad-hoc internal and external information requests and inquiries.
9. Perform such other duties as may be assigned.

***Required Qualifications and Experience***

**Education**

* High school diploma with seven years of relevant experience; or
* Bachelor’s degree in political or social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with five years of relevant professional experience.

**Experience**

* Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.
* Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
* Experience in soliciting, receiving, organizing, and sharing large volumes of information with internal and external stakeholders.
* Experience in project development and editing.
* Prior work in time-sensitive settings.
* Excellent writing, compilation, and analytical acumen
* Proven ability to use the Microsoft Office Suite and familiarity with databases.
* Knowledge of issues pertaining to migration in Ukraine.
* Familiarity with results-based reporting, monitoring, and evaluation concepts.
* Knowledge of project management cycle.
* Excellent oral communication and interpersonal skills.

Fluency in English and Ukrainian is required (oral and written).

The incumbent is expected to demonstrate the following values and 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.
* Courage: Demonstrates willingness to take a stand on issues of importance.
* Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

**Core Competencies** – behavioural indicators – level 2

* 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 security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their applications on [**IOM Personal History Form**](https://ukraine.iom.int/sites/g/files/tmzbdl1861/files/documents/personal_history_form_2016.xls)to [iomukrainerecruitment@iom.int](mailto:iomukrainerecruitment@iom.int) by **5 April 2023** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

***Posting period:***

From 29.03.2023 to 05.04.2023.