

**Open to Internal and External Candidates**

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| Position Title | : | **Grants Assistant** |
| Duty Station | : | **Kyiv, Ukraine** |
| Classification | : | |  | | --- | | **General Service Staff, Grade G5** | |
| Type of Appointment | : | **Special Short-Term, Six months with possibility of extension** |
| Estimated Start Date | : | **As soon as possible** |
| Closing Date | : | **09 December 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 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 and the Project Officer (Compliance and Partnerships) and the direct supervision of the National Grants Partnership Officer, the successful candidate will contribute to the implementation of grant management and capacity development for 3R partners, in compliance IOM’s and donors’ rules and regulations to support high-quality programme implementation.

***Core Functions / Responsibilities:***

1. Assist the Project Officer (Compliance and Partnerships) in updating and monitoring any grants tracking matrix and databases of grant documentation, implementing partner deliverables and supporting documentation.
2. Visit potential Implementing Partners and participate in the evaluation of their programmatic knowledge and reporting mechanisms according to the project’s checklists, in collaboration with programming teams
3. Review implementing partners’ proposals to ensure they are in line with the intended scope and targets of projects.
4. Assist in the review of reports submitted by implementing partners, assessing against IOM programming requirements, in co-ordination with technical teams
5. Assist in the preparation and facilitation of capacity development trainings and events.
6. Provide technical support to Implementing Partners and monitor their activities to verify that they meet Cluster and/or SPHERE Standards.
7. Conduct regular site visits to verify if projects are progressing as reported and as per the agreed project proposal narrative, indicators and work plan, in collaboration with the MEAL Unit.
8. Draft regular reports on partner activities and achievements to feed into IOMs internal and external situation reports.
9. Assist in facilitating photo and video documentation of active projects for improved reporting and visibility.
10. Perform such other duties as may be assigned.

***Required Qualifications and Experience***

**Education**

* High school diploma/certificate or equivalent with at least five years of relevant work experience; or
* Bachelor’s degree or equivalent from an accredited academic institution (preferably in Finance, accounting, Statistics or related field) with at least three years of relevant work experience

**Experience**

* Experience in working in a humanitarian/recovery context.
* Experience in resource management, accounting and financial reporting.
* Experience in administrative and database management.

**Skills**

* Ability to pay close attention to details;
* Excellent computer skills especially MS Office and SAP;
* Strong communication skills with the ability to effectively and persuasively present information in a variety of settings and formats;
* Ability to work effectively and harmoniously within a team.

**Languages**

Fluency in English and Ukrainian is required.

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.

**Core Competencies** – behavioural indicators

* 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 **09 December 2022** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

***Posting period:***

From 25.11.2022 to 09.12.2022