



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice

VN Number:	AZVN2021-04
Position Title:	Project Assistant
Duty Station:	Baku, Azerbaijan
Classification:	General Service Staff, G5
Type of Appointment:	OYFT (One Year Fixed Term)
Estimated Start Date:	As soon as possible
Closing Date:	30 November 2021

Open to Internal and External Candidates

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:

Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, is the leading inter-governmental organization in the field of migration and 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 Azerbaijan in collaboration with the Government Institutions and partners will jointly implement an initiative which supports the digitalization of remittance transfers and identification of modalities for more efficient and cost-effective remittance flows as well as improved linkages to greater financial inclusion and financial products, enabling larger and more sustainable economic impact.

Objective:

IOM understands remittances as multidirectional, voluntary, and private international monetary transfers that migrants make, individually or collectively, to people with whom they maintain close links. The way they are used is under the full discretion of the sender and the recipient. Remittance transfers, circulation and distribution are often hampered by the insecurity of informal (person-to-person) transfers, or the high cost of the legal transfer of remittances and the lack of related financial services, thus creating challenges for migrants to send money home to support their families and to leverage these funds for longer term objectives.

Under the direct supervision Chief of Mission, in close coordination with the Regional Technical Specialist based at the Regional Office in Vienna, the successful candidate will be responsible for overall coordination and support of the project implementation activities and will ensure successful achievement of the project expected results and outcomes

Core Functions / Responsibilities:

- Assist in organizing the remittances related project activities based on the agreed action plan under the overall supervision of the Chief of Mission;
- Liaise with main stakeholders and partners to contribute towards networking and effective engagement in the project implementation processes, Monitor activities are conducted in accordance with the project indicators, project budget and aligned with the objectives of the projects; inform the CoM of any deviations and suggest necessary actions;
- Support the coordination with Ministry of Economy, State Committee on Work with Diaspora of the Republic of Azerbaijan and banks and other partners from private, public and civil sectors on implementation of project related activities;
- Participate in a working group comprising of the relevant government officials and relevant private stakeholders for proper project implementation and coordinate its full engagement and contributions towards related activities;
- In close coordination with CoM, facilitate IOM consultants in assessment of existing practices, policies on remittance and definition of remittance consumption models, ensure the delivery of the report and recommendations and its presentation to related stakeholders;
- Organize the national consultation, coordination meetings, workshops and draft various project related correspondence (programs of activities; list of participants; invitation letters, activity reports etc.);
- In collaboration with the COM assist in drafting the Terms of References with exact deliverables, for both international and national experts working in the project.;
- Draft project related reports for CoM review, in liaison with relevant departments in RO Vienna and HQ;
- Support the resource management of the project(s) via contribution to the procurement planning for needed project services, supplies, equipment and of payments; ensure

regular budget analysis and budget monitoring of the project in coordination with RMU office and propose adjustments as necessary;

- Participate and contribute in the development of new project proposals especially focusing on remittances;
- Perform such other duties that may be assigned by the Chief of Mission

Required Qualifications and Experience

Education

- Completed secondary/high school education with at least five years of relevant work experience in the above fields or
- Bachelor degree from an accredited academic institution preferably in Economics, Business Administration, Development Studies, , International Relations, Management, or other related fields with at least three years of relevant work experience

Experience

- Working experience in project implementation, planning, research, and reporting preferably in Banking sector or international organizations
- Experience in liaising with multiple stakeholders such as governmental, diplomatic authorities, and implementing partners from private sector
- Experience in implementation of budget and administrative control processes.
- Experience in the usage of office software packages (MS Word, Excel, etc.), banking systems and relevant mobile applications

Skills

- Must be able to work independently and demonstrate excellent teamwork, respond constructively to feedback and differing points of view
- Effective coordination and communication skills

Languages

Fluency in **English** and **Azerbaijani** is required. Working knowledge of **Russian** is advantageous

Required Competencies

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 – 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 verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are requested to submit their application including the most recent CV with a motivation letter in English by indicating name of the position applied with its VN number in the subject line of the e-mail to bakuhr@iom.int by the end of **30 November 2021**

Please note that only CVs with motivation letter will be reviewed and only shortlisted candidates will be contacted