



International Organization for Migration (IOM)
The UN Migration Agency

Special Vacancy Notice

VN Number:	AZSVN2021-01
Position Title:	Project Assistant
Duty Station:	Baku, Azerbaijan
Classification:	General Service Staff, G4
Type of Appointment:	SST (Special Short Term)
Estimated Start Date:	As soon as possible
Closing Date:	16 June 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.

Introduction:

International Organization for Migration (IOM) recently celebrated its 20th anniversary in Azerbaijan. In 2001, Azerbaijan became an IOM member state through the formalization of a friendly cooperation between IOM and Government of Azerbaijan. With the overall mandate of promoting a humane and orderly migration for the benefit of all, IOM's key area of work focuses on countering human trafficking and protecting rights of victims of trafficking. Specifically, IOM has been assisting the Government of Azerbaijan and civil society organizations to strengthen Azerbaijan's effectiveness in preventing and combating trafficking in human beings and forced labour through i) technical assistance to the government to effectively reform and implement the national anti-trafficking law in line with international standards, ii) capacity building of government and non-government stakeholders, and iii) direct service provision to victims of trafficking (VoTs) and potential VoTs.

IOM aims to support the Government and civil society organizations in combating human trafficking and consequently transnational organized crime by applying a comprehensive, holistic and multidisciplinary approach through the implementation of multiple counter trafficking projects at the central and local level throughout the country.

Context

Under the overall supervision of the Chief of Mission, and direct supervision of the Project Officer, the successful candidate will assist in the implementation of counter human trafficking projects.

Core Functions / Responsibilities:

- Carry out daily tasks, provide assistance implementing and monitoring counter trafficking project activities.
- Routine liaison with government and non-government agencies, international and national consultants and other stakeholders for successful implementation of the counter trafficking project.
- Support in promoting dialogue, information-sharing and cooperation among government and non-government actors on areas of cooperation and project implementation; promote internal information sharing within units in IOM Baku.
- Draft necessary project documents to fulfill donor requirements, e.g. interim reports, letters, meeting minutes, activity updates, branding and visibility documents, media monitoring, Monitoring and Evaluation, and other reports.
- Provide regular updates on national and regional issues relating to trafficking in human beings and migration to the team.
- Verify that counter trafficking project expenditures are in compliance with approved project budget and inform any inconsistency to the supervisor; follow up for the timely submission of required project reports by consultants and contractors.
- Make pertinent logistical arrangements for effective implementation of the project activities including meetings, workshops, conferences, seminars. Support in arrangement of missions (contractual agreements, travel arrangements, advance settlements, administrative requirements) including necessary follow up.
- Travel on field missions whenever possible and required by any activity planned under the counter trafficking project.
- Maintain systematic filing of the project related documents (reports, letters, administrative documents, etc.) on a regular basis.
- Provide support to the informal translation of information (reports, fact sheets, presentations, legislative and policy documents, presentations etc.) relating to human trafficking and migration (Azerbaijani to English or vice-versa) as required.
- Perform such other duties as may be assigned

Required Qualifications and Experience**Education**

- Completed secondary/high school education with at least four years of relevant work experience in the area of project implementation and reporting, or;
- University degree in International Relations, Political Science, Social Science from an accredited academic institution with two years relevant work experience in the above fields.

Experience

- Experience in project coordination and implementation, monitoring and reporting
- Experience in handling contracts and internal financial and administrative control procedures

- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- In depth knowledge of migration related subject areas, particularly Counter Trafficking projects
- Solid knowledge of PCs and MS Office Software (Word, Excel, Outlook, Power Point, etc.);
- Prior experience of working within the UN Common System or in an international/non-governmental organization a distinct advantage.

Skills

- Strong organizational and time-management skills;
- Ability to work independently;

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 *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

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 **SVN number** in the subject line of the e-mail to **bakuhr@iom.int** by the end of **16 June 2021**

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