



International Organization for Migration (IOM)  
The UN Migration Agency

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title	:	Project Assistant - IBM
Duty Station	:	Port-Au-Prince (1 position)
Classification	:	Employee, Grade Equiv. G5
Type of Appointment	:	Special Short Term, 6 months with possibility of extension
Estimated Start Date	:	As soon as possible
Closing Date	:	September 13th, 2022
Reference Code	:	<b>SVN2022/041</b>

*Established in 1951, IOM 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.*

### **RESPONSIBILITIES AND ACCOUNTABILITIES:**

The Project Assistant IBM will be attached to the main office in IOM Port- au- Prince and will be under the direct supervision and guidance of the Program Manager IBM and Project Officers IBM, and under the overall supervision of the Chief of Mission. In general, the Project Assistant IBM will be responsible for ensuring the development and implementation of activities geared towards the improvement of border management.

In accordance with the objectives of various projects and considering the activities to be implemented within the IBM units, the successful candidate will undertake the following tasks:

1. Assist in coordinating the implementation and monitoring of projects related to migrant assistance and border management in border areas, including assistance with drafting project proposals, reporting on project indicators and monitoring the implementation of project activities;
2. Assist in coordinating the organization, implementation and evaluation of trainings on human trafficking, gender-based violence, human rights, and any related topics;
3. Liaise with the Protection Field Coordinator and ensure the good maintenance of the Border

Resource Center (BRC);

4. Reinforce the training unit of the Haitian Border Police (POLIFRONT) through capacity building;
5. Support the implementation of the Standard Operating Procedures (SOPs) on issues related to the migration context and the protection of migrant's rights in Haiti;
6. Liaise with relevant authorities working at the border such as the Immigration (DIE), the border police (POLIFRONT), the Customs (AGD), the national office for migration (ONM), the Institute for Social Welfare and Research (IBESR) and the National Committee Against Human Trafficking (CNLTP) and local authorities;
7. Implement awareness raising campaigns on migration and related topics;
8. Support other IOM units in coordinating actions with state and civil society actors operating at the Haitian-Dominican border;
9. Organize coordination meetings related to gender, human rights, human trafficking with other UN agencies and partners;
10. Draft reports and maintain confidential records; and
11. Maintain and update the IBM database with information pertaining to all beneficiaries;
12. Provide monthly reports on activities undertaken, progress and challenges encountered, and an update on the situation at border crossing points;
13. Carry out field monitoring visits when required;
14. Perform other duties as may be assigned.

### **EDUCATION, EXPERIENCE AND SKILLS**

- Bachelors or equivalent in law, political sciences, international relations, humanities, social work, psychology, sociology, social sciences, anthropology or any related fields, or;
- High School Degree/Certificate in the above fields with 4 years of relevant professional experience.
- The candidate must have an interest and commitment to human rights and gender equality.
- The candidate should have previous work or volunteer experience in community development, counseling, reproductive health, community or social services, community mobilization, experience in assisting vulnerable groups and experience in working with local, international and governmental organizations.
- At least 2 years of professional experience working with humanitarian organizations
- Experience working with NGOs/UN agencies is an advantage
- Good knowledge of Microsoft tools (Excel, PPT, Word)
- Excellent inter-personal communication skills;
- Capacity to work as part of a team, to handle stressful situations and possibly hostile environments;
- Capacity to respect deadlines;
- Ability to work diplomatically, with empathy and tact. Sensibility to and ability to work with people from different backgrounds are essential skills;

- Good negotiation skills and problem-solving skills, good organization and good writing skills;
- Demonstrated experience and confidence in field work;
- Ability to liaise independently with partners and government actors;

**LANGUAGES** (*IOM's official languages are English, French, and Spanish*)

Fluency in English, Haitian Creole and French (oral and written). Working knowledge of Spanish will be considered an asset.

**REQUIRED COMPETENCIES:**

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three 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** – behavioral 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.

**HOW TO APPLY:**

Interested candidates should submit a CV with three (3) references and a cover letter outlining why they consider themselves a suitable candidate for this position. As the subject in your e-mail application, kindly state your full name and the IOM vacancy notice's reference code.

Only qualified candidates should apply and only those who have been short-listed will be contacted. Applications received after the deadline will not be considered. Applications should be sent to [iomhaitihunit@iom.int](mailto:iomhaitihunit@iom.int)

**No Fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

***Posting Period: From 30.08.2022 to 13.09.2022***