



Vacancy Notice

Position Title: Project Assistant
Position Grade: G4
Duty Station: IOM Beijing Office
Duration: 12 months with possibility to extend
Estimated Start Date: Immediate
Closing Date: 18 Dec 2019

IOM Introduction :

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.

Responsibility:

Under the direct supervision of the National Programme Officer (NPO) and the overall supervision of the Chief of Mission (COM), the successful candidate will be responsible for the following:

1. Support administrative coordination of AVRR(Assisted Volunteer Return and Reintegration) project implementation to China including responses to pre-departure enquiries from sending missions, follow up with returnees and sending missions in relation to case filing, tracking, monitoring, service fee recording and issuance of reintegration grant payments.
2. Support administrative coordination of AVRR project implementation from China according to agreed arrangements with the Chinese government and in compliance with IOM's rules and regulations, including pre-departure arrangements, reintegration monitoring and reporting, liaison with IOM receiving/transit missions, communication with IOM Sub-Office in Hong Kong and coordination with China's National Immigration Administration.
3. Assist with organization and delivery of the various activities under the "AVRR pre-feasibility" project including research, capacity-building, training and policy workshops, study tours;
4. Work on IOM travel data system (create TORs with iGATOR) and fill in travel details for IOM staff, workshop participants and experts and update the status of TOR in due course;
5. Facilitate document verification and report/invoice preparation as may be required;
6. Perform interpretation and informal translation work in connection with project and general office activities and meetings;
7. Perform any other duties as assigned.

Required Qualifications:

Education:

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 at least two years of relevant professional experience.

Experience:



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- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
 - Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
 - Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Language:

Fluent in English and Chinese. French and/or Spanish will be a plus.

How to apply:

Interested applicants should:

- a) Submit their CV/resume, one-page cover letter via email to IOM Beijing Office at: mrli@iom.int
- b) Please mark the subject line of your email with “Application –AVRR Project Assistant”
- c) Only short-listed candidates will be approached for interview.