



Special Vacancy Notice 2023-17

Open to Internal and External Candidates

Position Title : **Labour Migration Specialist (Multiple positions)**
Duty Station : **Budapest, Hungary**
Classification : **G6**

Type of Appointment : **Special Short Term (SST), until 30 April 2023, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **19 March 2023**

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.

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 direct supervision of Head of Office (HoO) and in collaboration with relevant units, the successful candidate will be responsible and accountable for coordinating the implementation of the labour migration portfolio of IOM Hungary, with a particular focus on ethical recruitment.

Core Functions / Responsibilities:

1. Support the Head of Office in developing and implementation of the labour migration portfolio of IOM Hungary.
2. Coordinate planning, implementation and monitoring of project activities.
3. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.

4. Monitor budget implementation and propose adjustments, as necessary.
5. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
6. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
7. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
8. Organize meetings, workshops, and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
9. Respond to complex information requests and inquiries; set up and maintain files/records.
10. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
11. Monitor work of implementing partners and report any non-compliance to the supervisor.
12. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
13. Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High school degree with six years of relevant experience; or
- 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 four years of relevant professional experience.

Experience

- Experience in project management and implementation.
- Experience in emergency and early recovery shelter programming, project implementation,
- management including project monitoring and reporting is an advantage.
- Experience in liaising with government structures/authorities as well as National and International Organizations will be essential.
- Ability to work effectively and harmoniously with colleagues from different multiethnic and racial backgrounds is essential.
- Experience in relevant issues such as migration, displacement, and humanitarian assistance is an asset.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization
- Excellent presentation and communication skills
- Familiarity with labour supply chain and recruitment trends and context.
- Demonstrated ability to draft and prepare clear and concise correspondence (in English)
- Demonstrated ability to work well under pressure and to keep deadlines
- Proficient in a Microsoft Office environment, including extensive use of Microsoft
- Comfort with learning new software
- Knowledge of and experience using SAP a distinct advantage
- Strong work ethics and commitment to humanitarian principles
- Strong communication and organizational skills

Languages

- Fluency in English and Hungarian
- Knowledge of Ukrainian or Russian is a strong advantage.

Required Competencies

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 *level 2*

- 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.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

How to apply:

All applications consisting of the CV and a motivation letter in English should be addressed to iombudapesthr@iom.int quoting the above vacancy notice number.

Closing date: 23:59 (local time in Hungary), 19th March 2023.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 13.03.2023. to 19.03.2023