



Special Vacancy Notice 2022-49

Open to Internal and External Candidates

Position Title : **Project Coordinator (Information Provision)**
Duty Station : **Budapest, Hungary**
Classification : **G7**

Type of Appointment : **Special Short Term (SST), until 31 March 2023, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **29 November**

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 Emergency Programme Manager and overall supervision of the Head of Office, the incumbent will be responsible for leading and coordinating the implementation of operations and information provision activities related to the IOM's support to people affected by the Ukrainian crisis in Hungary.

Core Functions / Responsibilities:

1. Independently lead and coordinate the implementation of the information provision activities.
2. Plan and oversee work of two information provision centers in Budapest.
3. Liaise and coordinate with the relevant partners and government institutions to ensure timely and qualitative delivery of services.

4. Supervise and provide guidance and instructions to the information provision counsellors, hotline operators, legal advisors and translators.
5. In coordination with other units regularly verify and update reference package and referral pathways.
6. Keep-up to date with the latest Hungarian legislations, projects and initiatives in the field of asylum and reception.
7. Ensure that data and reporting on the information provision activities are streamlined and accurate.
8. Maintain the confidentiality and integrity of all information provision related information by implementing control procedures in line with IOM standards of conduct and data protection rules.
9. Act as focal point, cooperating and communicating with internal and external stakeholders, to ensure accuracy of the information provided.
10. Represent unit on the relevant meetings.
11. Undertake duty travel pertinent to the accommodation activities.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree and/or higher, with at least five years of relevant working experience, or High school degree in one of the fields with seven years of relevant work experience.
- Strong communication and organizational skills.

Experience

- Experience in project management and implementation.
- Experience in managing diverse teams
- 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

- Excellent computer skills (Excel, Word, Outlook, Power Point presentation);
- Excellent interpersonal and communication skills, with emphasis on ability to communicate and relate to a variety of stakeholders.
- Excellent organizational and time management skills.
- Strong teamwork, ability to work under supervision.
- Demonstrated ability to work well under pressure and meet deadlines.
- Strong work ethics and commitment to humanitarian principles

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.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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), 29th November 2022.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 22.11.2022 to 29.11.2022.