



Join the IOM Hungary Roster and be a Part of a Talented Pool!

Incepted in 1951, the International Organization for Migration (IOM) stands as the principal inter-governmental organization in the migration sector, fostering collaborations with a diverse range of governmental, intergovernmental, and non-governmental partners. Rooted in the commitment to facilitate orderly and humane migration for the greater good of all, IOM continuously extends services and guidance to both governments and migrants globally.

Honoring the established principles of the United Nations and the global frameworks of IOM, we at IOM Hungary are thrilled to invite aspiring individuals to be a part of our dynamic roster system - a gateway to opportunities and a testament to our dedication towards cultivating a rich pool of adept professionals ready to contribute to the multifaceted projects and operations championed by our office.

Why Join the IOM Hungary National Roster?

- **Professional Growth:** Elevate your career prospects as you align yourself with an organization globally acknowledged for its initiatives in the migration sector.
- **Diverse Opportunities:** Be on the radar for a myriad of roles spanning across domains such as humanitarian assistance, legal, and administrative support.
- **Data Security:** Rest assured, your application will be handled adhering to the stringent data protection norms laid down by IOM, safeguarding your personal details throughout a period of 3 years from the date of application submission.

Kindly Note: Being a part of the roster doesn't guarantee employment; it, however, significantly amplifies your chances to be considered for roles that resonate with your skill set and expertise, as and when opportunities arise in accordance with IOM Hungary's operational requisites and budgetary allocations for positions.

If your profile aligns with the requirements of any upcoming position, anticipate an invitation to apply directly through the respective vacancy notice, bringing you a step closer to being a part of initiatives aimed at facilitating migration that benefits all.

Open to Internal and External Candidates

Call for Expression of Interest

Ref. Nr.: HU-CEI-2023/06

Position Title : **Project Assistant**
Duty Station : **Budapest, Hungary**
Classification : **UG**

Context:

Under the overall supervision of Head of Office and the direct supervision of the Project Coordinator, the incumbent will be responsible and accountable for assisting in the project implementation in the Migrant Protection and Assistance (MPA) and/or the Labour Mobility and Social Inclusion Unit (LMSI).

Core Functions / Responsibilities:

- Assist in the implementation and monitoring of project activities.
- Keep the Project Coordinator informed of all stages of project implementation.
- Assist the supervisor in monitoring the project implementation activities according to plan.

- Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
- 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, process and follow-up on administrative actions, etc.
- Draft project progress reports and final reports by complying with the reporting requirements of the project, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
- Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions.
- Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
- Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
- Support fundraising and project development efforts of the Unit.
- Provides guidance/training to new/junior staff.
- Perform other related duties as assigned.

Required Qualifications and Experience:

Education

- School diploma with five 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 one year of relevant professional experience.

Experience

- 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.

Skills

- 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.

Languages

- Fluency (oral and written) in English and Hungarian;
- Any other IOM official language would be considered as advantageous.

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 I*

- 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

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

How to apply:

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

Should you wish to provide any feedback, or would like to share your concerns, please write to us on the previously mentioned e-mail address.

Posting period: from 05.10.2023 to open-ended