



Special Vacancy Notice 2023-50

Open to Internal and External Candidates

Position Title : **Project Coordinator (Labour Migration)**
Duty Station : **Budapest, Hungary**
Classification : **UG**

Type of Appointment : **Special Short Term (SST), until 31 March 2024 with the possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **6th December 2023 (Extended Deadline)**

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 overall supervision of the Head of Office, and the direct supervision of the Head of Unit (Labour Mobility and Social Inclusion), the Project Coordinator will be responsible and accountable for managing the Labour Mobility team.

Core Functions / Responsibilities:

1. Independently lead and coordinate the implementation of labour mobility activities; monitor implementation of the activities to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field.
2. Regularly research, follow-up, compile, analyse and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget expenditures; verify availability of funds and maintain a proper record of approved project budgets and their revisions.

4. Coordinate and monitor the financial, administrative and technical aspects of the projects in line with IOM policies and donor requirements.
5. Plan, coordinate and conduct capacity building workshops for relevant internal and external parties.
6. 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 projects.
7. Coordinate the preparation of correspondence, briefing notes, presentations, narrative and financial reports; ensure status reports are prepared and submitted in a timely manner.
8. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOPs), policies and concept papers and support the development of new projects.
9. Supervise and provide guidance and training to staff.
10. Coordinate protection activities in relation to the Ukrainian crisis response of the office.
11. Lead resource mobilization efforts for Labour Mobility Programmes.
12. Perform other related duties as assigned

Required Qualifications and Experience

Education

- School diploma with seven 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 three years 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.
- Prior work experience in the field of recruiting migrant workers.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,

- Excellent presentation and communication skills; and
- 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.

Languages

- Fluency in English and Hungarian (oral and written) is required.
- 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 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), 6 December 2023.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 21.11.2023 to 06.12.2023