



Special Vacancy Notice 2024-15

Open to Internal and External Candidates

Position Title : **Programme Support Assistant (Event organization and NFI)**
Duty Station : **Budapest, Hungary**
Classification : **UG**

Type of Appointment : **Special Short-Term Contract (SST), 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **31 July 2024**

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:

IOM Hungary's Programme Support Unit (PSU) provides cross-cutting support to programme teams across the Country Office, including, but not limited to project development, internal and external reporting, monitoring and evaluation, information management and internal and external communications.

Under the direct supervision of the Programme Support Coordinator and overall supervision of the Head of Office, the Programme Support Assistant will assist the Programme Support Unit, as well as provide support to the relevant programme team(s).

In particular, he/she will:

Core Functions / Responsibilities:

1. Provide assistance to the work of the Programme Support Unit.
2. Assist with the organization and management of roundtable discussions, conferences, job fairs, and other various events in close coordination with the Resources Management unit and relevant Programme teams.
3. Assist Programme teams with project implementation, in particular the provision of administrative and logistical support for the procurement, transport and distribution of non-food items and other materials, in coordination with the Resources Management unit.
4. Support liaison with external partners and partnership building.
5. Provide support to the relevant Programme team(s) with the operation of IOM Hungary's Community Centre, if and when needed.
6. Assist the compilation of reports, talking-points, strategy papers, Standard Operations Procedures (SOPs) relevant to various internal workflows, and other internal and external communication materials, if and when relevant.
7. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- High school diploma/certificate with four 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 two years of relevant professional experience.

Experience

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

Skills

- Strong organizational, administrative and time management skills;
- Ability to multitask and attention to detail;
- Strong written and oral communication skills with the ability to effectively and persuasively present information in a variety of settings and formats;
- Knowledge of Microsoft Office, with proven experience in Word and Excel, and cloud solutions (including SharePoint);
- Ability to work independently, as well as in a team, meet deadlines and work under pressure.

Languages

- Fluency in English and Hungarian (oral and written) are required.
- Ukrainian 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators *level 1*

- 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 iombudapestrecruitment@iom.int quoting the above vacancy notice number.

Closing date: 23:59 (local time in Hungary), 31 July 2024.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 17.07.2024 – 31.07.2024