



Special Vacancy Notice 2024-16

Open to Internal and External Candidates

Position Title : **Senior Project Assistant – Counter-Trafficking**
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:

Under the direct supervision of the Counter-Trafficking Project Coordinator, and the overall supervision of the Head of Programmes and Liaison with guidance from the Head of Office; the successful candidate will be responsible for supporting the planning, coordination, implementation, monitoring and reporting of IOM Hungary's Counter-Trafficking projects.

In particular, he/she will:

Core Functions / Responsibilities:

1. Working in close cooperation with the Counter-Trafficking Project Coordinator and the Counter-Trafficking Project Specialist, support the planning, coordination, implementation and monitoring of project activities;

2. Assist in monitoring budget implementation and propose adjustments if necessary;
3. 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.;
4. Contribute to the identification and selection of external service providers, and facilitate coordination with them and the Consortium Partner for the efficient implementation of project activities;
5. Organize and participate in the delivery of project activities and support the establishment of county-level coordination mechanisms against human trafficking;
6. Assist and monitor the return and reintegration of IOM Hungary's beneficiaries who have been victims of trafficking abroad;
7. Participate in the organization and implementation of prevention activities within the framework of the project;
8. Contribute to the dissemination of project results;
9. Facilitate the implementation of the programme's M&E plan and ensure that donor financial, logistics, and reporting compliance are respected;
10. Prepare the progress reports and the final report for the project, liaise with the Managing Authority as necessary;
11. Liaise with IOM Headquarters in Geneva and the IOM Regional Representation in Brussels/Vienna in specific cases arising during the implementation of the programme;
12. Participate in external and internal audits and inspections throughout the project;
13. 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 with similar roles for tasks of a similar nature to this assignment;
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations and donors,
- Experience in working with victims of human trafficking and/or vulnerable social groups;
- Prior work experience with intergovernmental organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Accuracy and precision with excellent attention to details;
- Excellent organizational and time management skills;
- Excellent interpersonal and communication skills, with emphasis on ability to communicate and relate to a variety of stakeholders;
- 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, work well under pressure, meet deadlines and deliver quality outputs.

Languages

- Fluency in English and Hungarian (oral and written) is required

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