



Special Vacancy Notice 2024-17

Open to Internal and External Candidates

Position Title : **Project Specialist – 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's Counter-Trafficking Projects.

In particular, he/she will:

Core Functions / Responsibilities:

1. Collaborate closely with the Counter-Trafficking Project Coordinator to support the planning, coordination, implementation, and monitoring of program activities. Identify delivery shortfalls, bring them to the Coordinator's attention, and suggest corrective measures;

2. Contribute to the implementation of research activities, the evaluation of research results, and the preparation of research reports;
3. Participate in organizing and implementing prevention activities and similar events within the projects' framework;
4. Support the Media and Communication Assistant in developing communication materials related to the projects, ensuring a professional review of the materials produced;
5. Participate in selecting external service providers and supervise their work;
6. Cooperate with the Consortium Partner, other official project partners, and external service providers to ensure efficient implementation of project activities;
7. Engage in discussions with relevant governmental and civil society organizations to combat human trafficking;
8. Monitor budget implementation, propose adjustments as necessary, and verify the legitimacy of incurred costs;
9. Facilitate continuous and accurate data reporting to the Responsible Authority;
10. Draft correspondence on project issues, prepare briefing notes, and other forms of program documentation;
11. Facilitate the implementation of the projects' M&E plan, ensuring compliance with donor financial, logistics, and reporting requirements;
12. Perform any other duties as assigned.

Required Qualifications and Experience

Education

- High school diploma/certificate with ten 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 five 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 socially disadvantaged groups and/or individuals with other vulnerabilities;
- Experience working with victims of trafficking or other vulnerable groups;
- Prior work experience with intergovernmental organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- Research experience is an asset.

Skills

- 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;
- Good understanding of human trafficking issues is an asset.

Languages

- Fluency in English and Hungarian (oral and written) are 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