



International Organization for Migration (IOM)

The UN Migration Agency

TERMS OF REFERENCE

Position Title:	Project Assistant
Duty Station:	Seoul, Republic of Korea (ROK)
Duration of Assignment:	6months, special short-term with possibility of extension
Estimated Start Date:	25 January 2021

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Context:

Since the opening in 1999, IOM Seoul Office has been playing a key role in liaising among governmental and non-governmental actors in the field of humanitarian assistance in the Republic of Korea, and promoting the principle of humane and orderly migration that benefits both migrants and society by offering quality trainings and research products.

Under the direct supervision of the Project Coordinator and overall guidance of the Chief of Mission (CoM), the incumbent will be responsible for assisting the implementation of the Capacity-building Project for Humanitarian Actors in the Republic of Korea (ROK) and other related activities of the office.

Core Functions / Responsibilities:

1. Provide substantive support in the preparation, organization and servicing of trainings, workshops and other events of IOM Seoul office in lined with the project implementation, particularly in the area of logistics planning and coordination.
2. Coordinate communication with project partners and other key stakeholders such as NGOs, government entities and humanitarian actors in ROK, and ensure their engagement and active participation in trainings and other capacity-building events organized by the IOM Seoul office. Manage invitations and RSVP for training attendants.

3. Support in internal communication and coordination with other teams of IOM Seoul office as well as regional and global HQs for the preparation of trainings and events under the project. Keep track of communications, identify follow-up actions and assist in administrative procedures including travel organization and procurement.
4. Attend meetings related to the project and ensure follow-up with relevant internal and external stakeholders.
5. Assist in the preparation of training materials including PowerPoint presentations, handouts, evaluation surveys and other print materials.
6. Compile and analyze evaluation outcomes and draft summary reports. Conduct quantitative and qualitative research in support for the operationalization of the project and produce reports in various formats as required.
7. Provide input to reports of various kinds and nature, including quarterly OFDA project report and other reporting requirements.
8. Perform other duties as may be assigned.

Core Values and Competencies:

a) Professionalism: Knowledge of the Organization's rules and regulations as they pertain to the incumbent's area of responsibility; b) Teamwork: Good interpersonal skills. Working effectively and harmoniously with colleagues and counterparts from diverse cultures and professional backgrounds; c) Communication: Ability to speak and write clearly and effectively; d) Planning and Organizing: Using time efficiently. Ability to prioritize assignments, allocate appropriate time for completing work and meet deadlines. Ability to work under pressure and handle a large volume of work in an efficient and timely manner. Self-driven, inventive, innovative, collegial, committed, efficient, accurate and prompt; e) Commitment to Continuous Learning: Initiative and willingness to learn new skills; f) Technological Awareness: Excellent computer skills; knowledge of Microsoft Office. Knowledge of public information products software an asset; g) Trust: Reputation for dealing honestly and openly with staff. Respected by peers, clients and staff.

Desirable Qualifications:

a) Bachelor's degree or equivalent from an accredited academic institution, preferably in Business Administration, Communications, Migration Studies, International Studies or other relevant fields; b) Minimum 2 years of professional experience after graduation in project support, conference organization, communications or other relevant areas in international settings; c) Proven ability to multitask as well as strong organization and communication skills are required; d) Knowledge of the Korean humanitarian sector is an asset.

Personal Development

The incumbent will be given substantial opportunities to be engaged and build up hands-on

experience in a wide range of work areas of IOM Seoul Office in line with global priorities and operations of IOM. In particular, the incumbent will be able to deepen knowledge in topics related to international humanitarian standards, capacity-building and knowledge-sharing, humanitarian project management, national policies and key stakeholders in the Korean humanitarian sector.

Languages

Full professional proficiency in both Korean and English is required.