



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Junior Project Assistant**
Duty Station : **Seoul, Republic of Korea**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **One Year Fixed-Term with possibility of extension**
Estimated Start Date : **ASAP**

Closing Date : **October 27, 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.

IOM is committed to a diverse and inclusive work 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:

Since the opening in 1999, IOM Mission in the Republic of Korea (ROK) 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 National Project Officer and overall guidance of the Chief of Mission (CoM), the successful candidate will be responsible for assisting in implementing the work of Humanitarian Assistance team including the disaster resilience and response capacity-building project funded by USAID.

Core Functions / Responsibilities:

1. Assist in preparation and delivery of logistics required for project activities, including support in procurement processes, communicating with vendors/contractors, and with other units of IOM ROK.
2. Assist in communication with project beneficiaries and partners to streamline their participation in project activities. Manager RSVP, support in travel and other logistic preparations, and ensure timely exchange of information with all participants.
3. Draft emails, press releases and other communication materials related to the project, and liaise with other units of IOM ROK as well as regional and global HQs where necessary for approval and collaboration processes.

4. Support in the project resource management including key contacts and database of past trainings, publications and research products. Regularly update the contact list and conduct archiving of documents, email correspondences and other project outputs in a timely manner adhering to the written guidelines.
5. Assist in project monitoring and evaluation by collecting and compiling activity evaluation outcomes, drafting excerpts of reports and producing other written outputs.
6. Regularly monitor new publications, tools, guidelines and other knowledge products in humanitarian assistance and support in information-sharing with stakeholders and project beneficiaries to provide updates on the project as well as newly released capacity-building materials/resources.
7. Support in meeting organization with project partners and stakeholders by arranging schedules and preparing logistics including IT facilities. Draft minutes and assist in timely implementation of follow-up actions and information-sharing with relevant contact points.
8. Provide clerical assistance to research activities including data collection and presentation.
9. Perform other duties as may be required.

Required Qualifications and Experience

Education

Bachelor's degree or equivalent from an accredited academic institution, preferably in Business Administration, Communications, International Studies, Humanitarian Affairs, or other relevant fields, combined with one year of relevant professional experience.

Experience

- Proven experience in project support, procurement and external communication in an international setting, especially in planning and delivering trainings, events or meetings is required;
- Professional experience in handling communication and coordination among multiple stakeholders is a great asset;
- Demonstrated experience and skills for drafting written products in Korean and English for external audiences is a strong advantage;
- Work experience in international, non-governmental and/or governmental organizations is desirable;
- Good knowledge of humanitarian affairs, international cooperation and relevant mechanisms in ROK and globally is desirable;
- Knowledge of IOM including operational and administrative procedures is a great plus;
- Excellent communication (both oral and written), organization and interpersonal skills;
- Problem-solving ability and a can-do attitude with cultural and diplomatic decency; Proficiency in Microsoft Office programs such as Words, Excel and PowerPoint is essential; knowledge of teamwork and teleconferencing tools is an advantage.

Languages

Professional proficiency in both Korean and English is required.

Required 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 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

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications using IOM PH form with Cover Letter to iomseoul@iom.or.kr, by October 27, 2021 at the latest, referring to this advertisement. Position title should be specified in the SUBJECT field. Korean citizen or foreign national with valid work permit/visa can apply.

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 12.10.2021 to 27.10.2021