



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Junior Project Assistant
Position grade	UG
Duty station	Seoul, ROK
Position number	TBD
Job family	Project Management
Organizational unit	10007861
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	20083974
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>International Organization for Migration (IOM) is a leading UN agency in the field of migration. IOM promotes humane, safe and orderly migration for the benefit of all, and provides extensive support to migrants in need regardless of their legal status or motivation for movement. IOM also leads international and national dialogues to find solutions to migration problems including refugee and internal displacement issues. Opened in 1999, IOM Mission in the Republic of Korea (ROK) has been an active partner and supporter of RO civil society and the government alike, in various areas of cross-border migration, migrants rights and humanitarian assistance. The Humanitarian Assistance team of IOM ROK leads multiple projects to provide tailor-made support to ROK stakeholders in emergency preparedness and response capacity-building, and liaises ROK with international partners to promote knowledge-sharing and peer-to-peer learning in humane and gender inclusive immigration and border management.</p> <p>Under the overall supervision of the Chief of Mission (CoM) of IOM ROK and direct supervision of the National Project Officer (NPO); and in collaboration with relevant units at the Mission as well as Regional Offices and Headquarters, the successful candidate will be responsible and accountable for supporting project operation of the Humanitarian Assistance Team.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ul style="list-style-type: none">• Provide comprehensive support in organizing and implementing project activities in a timely and organized manner, including identification of appropriate goods and service providers necessary for the activities, coordination of communication, handling procurement processes, and	

<p>providing on-site operational support at events where relevant and required;</p> <ul style="list-style-type: none"> • Support in internal and external communication of the project team, including organization of meetings, drafting customized communication materials such as emails, letters and other written outputs, disseminating relevant information and conducting follow-up in a timely and efficient manner; • Provide inputs to project M&E, reporting and development of relevant materials in a customized format; • Perform other duties as may be assigned.
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IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

<ul style="list-style-type: none"> • Bachelor’s degree or equivalent in International Relations, Development Studies, Business Administration and/or any relevant subject is required.

EXPERIENCE

<ul style="list-style-type: none"> • 1 year or more of post-qualification work experience in NGOs, UN agencies or any other relevant environment is preferred. • Hands-on experience in supporting administration, event organization or project management in a professional setting is a plus.
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SKILLS

<ul style="list-style-type: none"> • Knowledge of IOM or UN is preferred. • Knowledge of project management, procurement and other administrative procedures within the UN system is a plus.
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V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Full professional proficiency in English and Korean (both written and oral)	Knowledge of other IOM official language is a plus.

VI. COMPETENCIES

<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values</p>

- 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.