



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Junior Project Assistant**
Duty Station : **Seoul, Republic of Korea**
Classification : **General Service Staff, UnGraded**
Type of Appointment : **9 months, Special Short-Term with possibility of Extension**
Estimated Start Date : **ASAP**

Closing Date : **March 29, 2023**

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. 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 providing on-site operational support at events where relevant and required;

2. 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;
3. Provide inputs to project M&E, reporting and development of relevant materials in a customized format;
4. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

Bachelor's degree or equivalent in International Relations, Development Studies, Business Administration and/or any relevant subject is required.

Experience

- 1 year or more of post-qualification work experience in NGOs, UN agencies or any other relevant environment is preferable.
- Hands-on experience in supporting administration, event organization or project management in a professional setting is a plus.

Languages

Professional proficiency in both Korean and English is required (written and oral).

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 March 29, 2023 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 16.03.2023 to 29.03.2023