



IOM International Organization for Migration
TMO Tarptautinė migracijos organizacija

SPECIAL VACANCY NOTICE LT10/ 2016/05

**OPEN TO INTERNAL AND EXTERNAL CANDIDATES
TERMS OF REFERENCE**

I. POSITION INFORMATION	
Position title	Project Assistant
Position grade	Grade 5 of the current UN Salary Scale
Type of Appointment	Special Short Term, three months with possibility of extension, full-time.
Duty station	Vilnius, Lithuania
Organizational unit:	Technical Cooperation
Vacancy number	SVN LT10/2016/05
Estimated Start Date	10 October 2016
Closing Date	27 September 2016
Reporting directly to	Programme Coordinator
Directly reporting staff	

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.

This is a request for CV's/ expression of interest for the position of Project Assistant – Vilnius, Lithuania. Please be advised that this is a local position and as such only qualified candidates with suitable residence/ working permit in Lithuania will be considered.

II. ORGANIZATIONAL CONTEXT AND SCOPE

Under the overall guidance of the Head of IOM Vilnius office and direct supervision of the Programme Coordinator, the successful candidate will contribute to the implementation of the activities and administrative-financial tasks under the European Migration Network (EMN) project.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Contributes to the fulfilment of EMN studies and reports, assists in drafting study specifications and is responsible for timely and qualified feed-back for synthesis reports;
2. Liaises with governmental partners (e.g. Ministry of the Interior, Migration department, State border guard service, etc.) on collection of relevant information and the development of EMN studies;

Mission in Lithuania • Vilniaus biuras

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3. Contributes to finalization, publication and timely dissemination of EMN outputs to EMN national network;
4. Assists in organising meetings, workshops, seminars, trainings and expert round-tables;
5. Assists in preparation of project financial reports and organization of required supporting documents.
6. Contributes to other administrative and logistical tasks needed for project implementation;
7. Attends official meetings, appointments and duty travel;
8. Performs other duties assigned by the Head of Office.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

a) Accepts and gives constructive criticism; b) follows all relevant procedures, processes and policies; c) meets deadline, cost and quality requirements for outputs; d) monitors own work to correct errors; e) establishes and maintains effective working relationships with clients, f) demonstrates interest in improving relevant skills, g) sets clear and achievable goals consistent with agreed priorities for self and others, h) persistent, calm, and polite in the face of challenges and stress, i) treats all colleagues with respect and dignity, j) works effectively with people from different cultures by adapting to relevant cultural contexts.

Technical

a) Effectively applies knowledge of migration issues and financial discipline; b) Correctly frames migration issues within their regional, global, and political context; c) Works effectively with local authorities, stakeholders, beneficiaries and the broader community; d) Effectively coordinates actions with other implementing partners; e) Ensures application of institutional financial policies and guidelines.

V. EDUCATION AND EXPERIENCE

- a) University Degree from an accredited academic institution, preferably in Social Sciences, Economics or Business Administration, Migration studies, International Relations and / or Law;
- b) a minimum of one year of relevant professional experience in the field of migration and/ or project implementation;
- c) previous experience in conducting research;
- d) reliable, able to work with minimal supervision, able to work under pressure, possessing good organizational skills and drive for results.

VI. LANGUAGES	
Required	
Excellent working knowledge of both Lithuanian and English. Knowledge of any other language is an asset.	
Advantageous	
<ul style="list-style-type: none"> • Similar experience in an International non-profit organization • Experience in managing EU funded projects, knowledge of project administration, monitoring and reporting procedures • Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS) and accrual accounting principles 	

Method of Application:

Interested candidates are invited to send their CV and motivation letter to emn@iom.lt quoting the above vacancy notice number. Tel number for contacts 8 5 262 48 97.

Only shortlisted candidates will be contacted.