



IOM International Organization for Migration

## **CALL FOR APPLICATIONS SVN2023-08 (extended)**

### **Open to Internal and External Candidates**

Position Title : **Project Assistant (CCCM)**  
Duty Station : **Chisinau, Moldova**  
Classification : **General Service Staff**  
Type of Appointment : **Special Short-Term Ungraded**  
Duration: **Six months with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **16 August 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 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:**

Under the direct supervision of the Program Coordinator CCCM and in collaboration with other units at IOM Moldova, the Project Assistant will be responsible for contributing the effective, accurate and diligent administrative aspect of CCCM/Area-based and field operations.

#### **Core Functions / Responsibilities:**

1. Coordinate project meetings, including scheduling, preparing agendas, taking minutes and documenting meeting minutes.
2. Manages the project procurement workflows and OIPA processes.
3. Assist with project-related procurement, including tracking deliveries.
4. Support the project team in preparing and distributing project-related materials, reports, and presentations.
5. Communicate project and other relevant updates, deadlines, and deliverables to team members and stakeholders.
6. Maintain project files, records, and databases, ensuring confidentiality and data integrity.
7. Conduct research and gather relevant information to support project activities.
8. Provide general administrative support, such as organizing files, managing correspondence, and coordinating travel arrangements.
9. Perform such other duties as may be assigned.

#### **Required Qualifications and Experience**

##### **Education**

- High school diploma with five years of relevant experience; or,

- Bachelor's degree in business administration or related fields from an accredited institution with three years of relevant professional experience.

#### **Experience**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### **Skills**

- Strong communication and networking skills.
- Good reporting and data collection skills.
- Good organizational skills.
- Flexibility and adaptability.
- Good field coordination skills.

#### **Languages**

Fluency in English, Romanian and Russian is required (oral and written).

#### ***Required Competencies***

The successful candidate is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three 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***

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, security clearances and a valid COVID certification.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

#### ***How to apply:***

Interested applicants are invited to send the Personal History form [https://civic.md/userfiles/attachments/14191/IOM\\_Personal\\_History\\_Form.xls](https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls) and cover letter in English to: [harchisinau@iom.int](mailto:harchisinau@iom.int)

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **16 August 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

**Only shortlisted candidates will be contacted.**

***Posting period:***

From 05.07.2023 to 16.08.2023