



## SVN 181

### Open to Internal and External Candidates

Position Title : **Senior Project Assistant**  
Duty Station : **IOM Office for the Venezuela Response (OSE), Panama**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **Special Short term, six months with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **September 22, 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 overall supervision of the Head of Operations and the direct supervision of the Head of the Intergovernmental Processes & Civil Society liaison Unit of the Special Envoy Office (OSE), the successful candidate will assist and supporting with planning, coordination, implementation and monitoring of Los Angeles Declaration (LAD) project. In addition, she/he will support the implementation of internal and external communication and media related activities for the Intergovernmental Processes & Civil Society liaison Unit, following IOM's Communications policies and other related IOM and UN policies and guidelines. S/he will consult and coordinate with the Communications Unit in the OSE and she/he will be the technical focal point with the two IOM regional offices regarding to LAD to secure coherent implementation of policies and standards.

### **Core Functions / Responsibilities**

1. Assist in the planning, coordination, implementation and monitoring of LAD project activities.
2. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.

3. Support of the LAD and Quito Process Technical Secretary in the organization of meetings, webinars, translation, etc.
4. Design and prepare content for the intergovernmental processes and civil society organizations' programmatic implementation, including press releases, fact sheets, social media cards, and infographics for the final approval and publication by the Communication Unit team.
5. Support in the management of repositories, common databases, and web Quito Process portal and other digital platforms, to maintain the timely updating of documents shared by the Technical Secretary of the Quito Process.
6. Contribute to the design of studies and reports related to the Quito Process and civil society organizations for external publications.
7. Draft contributions to Global Update concerning activities of the Unit.
8. Monitor budget implementation and propose adjustments as necessary.
9. Collaborate in the administrative coordination of projects implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
10. Draft of reports and context analysis of Quito Process and civil society organizations activities for different donors.
11. Monitor media in the framework of intergovernmental processes and political developments in the region that have an impact on Venezuelan refugees and migrants. Share a weekly report highlighting points of interest.
12. Prepare and design the PowerPoint presentations, periodic reports, and other digital and printed documents necessary for meetings or external presentations of the intergovernmental processes and civil society organizations.
13. Assist in the translation of documents from English into Spanish and vice versa.
14. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
15. Participate in meetings and conferences in Panama and other countries; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
16. Monitor work of implementing partners and report any non-compliance to the supervisor.
17. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
18. Perform other related duties as assigned.

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

### **Education**

- School diploma with six years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience

### **Experience**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience in Public Information including social media content creation, news writing and on camera interviews, preferably in media or the international development/humanitarian sector;
- Work experience in advocacy and donor relations and report writing for specific donors of IOM's interest would be an advantage;
- Advanced knowledge in Adobe programs;
- Solid analytical and drafting skills
- Excellent internal and external communication skills.

### **Skills**

- Solid expertise in intergovernmental processes and liaison with CSO's and other organizations;
- Substantive experience in dealing and supporting migrant organizations and in promoting and implementing migration policies;
- Solid knowledge in program planning and implementation of objectives;
- Familiarity with inter-agency coordination mechanisms and processes could be an advantage.
- Solid knowledge in communication, social media, etc.

### **Languages**

For this position, fluency in English and Spanish is required (oral and written).

## ***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.
- Courage: demonstrates willingness to take a stand on issues of importance.
- Empathy: shows compassion for others, makes people feel safe, respected and fairly treated.

**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 vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Panama will be eligible for consideration.

**How to apply**

Interested candidates are invited to submit their applications to [ysouissi@iom.int](mailto:ysouissi@iom.int) **by 22 September 2023 23:59** (UTC-06:00 Central America time), referring to this advertisement in the subject line (*SVN Senior Project Assistant*) and including the following documents:

- a) CV
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (page 5)

In order for an application to be considered valid, IOM only accepts applications submitted on time and duly completed.

IOM reserves the right to contact shortlisted candidates only.

**Posting period:**

From 08.09.2023 to 22.09.2023



**Questionnaire on Mandatory Requirements for Local Recruitment in Panama City, Panama**

**SVN 181 Senior Project Assistant G6, OSE Panama**

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**Education**

Do you have:

**Bachelor's degree** in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or a related field from an accredited academic institution **and four years of relevant professional experience;**

yes  no

School diploma **with six years of relevant professional experience**

yes  no

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**Languages**

Spanish (fluency)

yes  no

English (fluency)

yes  no

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**Professional Work Experience**

Experience in liaising with government authorities, inter/national institutions, UN agencies and civil society

yes  no

Experience in working with migrants, refugees, IDPs, victims of trafficking and other vulnerable groups

yes  no

Experience in Public Information including social media content creation, news writing and on camera interviews

yes  no

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**Other**

Are you currently holding a valid residence and work permit for Panama?

yes  no

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Date:

Name:

Signature: