



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice

Open to Internal and External Candidates

Position Title : **Senior Sub-Grants Assistant**
Duty Station : **Ciudad de Guatemala, Guatemala**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Special Short Term Graded Contract – 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **October 12, 2022**
Reference Code : **SVN2022/015 GT**

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.

The Program “Integrated Responses on Migration from Central America” (IRM) is a five-year Cooperative Agreement (February 21, 2020 to February 20, 2025) funded by the United States Development Agency (USAID) that will allow IOM to address gaps and challenges on sustainable reintegration and irregular migration in the region by improving integration or reintegration-related services (protection, psychosocial assistance, referral services, training, certification of studies, among others) at the individual, community and structural levels.

Building on the best practices and lessons learned IOM achieved assisting migrants during previous projects (2014-2019) in El Salvador, Guatemala and Honduras, through the IRM project, IOM will continue to support the Governments of Central America in strengthening national capacities for sustainable solutions during the reintegration of migrant returnees, based not only on multisectoral integrated approaches, but also on diminishing gaps identified during the previous experiences and adapting new guidelines for each context.

The overall objective is to reduce irregular migration from Central America, contributing to safe, orderly and regular migration. The activity’s geographic scope includes six countries of Central America, El Salvador, Guatemala, Honduras, Costa Rica, Panama, and Belize.

The Senior Sub-Grants Assistant will carry out their duties under the supervision of the IRM Sub-Grants Officer in close coordination with the IRM Sub-regional Programme Coordinator, the National Coordinators and the Finance and Administration departments.

The Senior Sub-Grants Assistant should be proactive, always looking for new opportunities, and persuasive in communicating the Programme successes and stories.

Core Functions / Responsibilities:

1. Assist the Sub-Grants Officer to elaborate periodic narrative and/or financial reports, as well as weekly updates and other requests of information.
2. Follow-up on timely execution of the workplans estimated by implementing partners and monitor the completion of the results, in coordination with the Sub-Grants Officer.
3. In close coordination with the Sub-Grants Officer, organize on a regular basis team meetings to review with national project coordinators and implementing partners the planned progress against actual progress.
4. Prepare up-to-date information on the subgrants activities to assist in the elaboration of communication materials, press notes, information inquiries from the donor in coordination with the Sub-Grants Officer.
5. Participate in the recruitment process and supervision of implementing partner; assist in monitoring the work of contractors in accordance with IOM procedures and regulations.
6. Assist the Sub-Grants Officer to maintain effective relationships with relevant stakeholders such as implementing partners, civil society organizations and private sector entities.
7. Promote and facilitate a gender-based and human rights approach in all subgrantees implementation's.
8. Provide technical support to the Sub-Grants Office related to the organization and participation in Programme meetings, workshops, and seminars, promoting synergies and coordination between team units and country teams, including.
9. Assist the Sub-Grants Office, in the technical liaison with relevant counterparts; as well as participate in technical coordination activities related to the development of subaward initiatives to be presented to the donor.
10. Assist the Sub-Grants Officer to improve streamlining between different subgrants finance and procurement follow-up, keeping up to date the financial and budgetary monitoring tools necessary for decision making.
11. Assist in organizing, logistics and coordination of meetings, official visits, conferences, workshops and events with donors, UN, international community, civil society, etc.
12. Prepare and keep tracking of business correspondence, executive reports, meeting minutes and translating or interpreting when required.
13. Undertake other duties that may be assigned which are commensurate to the position.

Required Qualifications and Experience

Education

- University degree in Administration, Economics, Social Sciences or a related field from an accredited academic institution with four years of relevant work experience; or

- Completed secondary education with six years of relevant work experience.
- Master's degree in the above fields will be an advantage.

Experience

- Proficient in computer applications.
- Experience working with international cooperation and international humanitarian organizations is an advantage.
- Familiarity with financial and business administration.
- Sound and proven understanding of internal and international migration issues in the North of Central America;
- Experience in liaising with civil society organizations, international organizations and the private sector is a plus;

Skills

- Strong analytical, planning and people management skills. Ability to prepare clear and concise reports. Proficient in computer applications.
- Excellent communication skills. Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking. Ability to work effectively and harmoniously with colleagues from varied cultures and professional background.

Languages

Fluency in **Spanish and English (oral and written)**

Required Competencies

The successful candidate is expected to demonstrate the following values and 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 2*

- 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.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

HOW TO APPLY:

Interested internal candidates are invited to submit their applications by completing and sending the Internal Application Form (form attached), a letter of interest, and a CV to the following e-mail address: iomsalhr@iom.int by **October 12, 2022** at the latest, referring to this advertisement.

External Candidates that comply with the profile will need to send the Resume and a letter of interest to iomsalhr@iom.int by **October 12, 2022** at the latest, referring to this advertisement.

IMPORTANT: Important:

Any offer made to the candidates in relation to this vacancy 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.

KEEP IN MIND:

- The motivation/cover letter should be a maximum of 1 page long and in English. It should state the position(s) you are applying for
- The CV should be a maximum of 2 pages long and in English.
- Only the applications that comply with the required profile will be taken into consideration.
- Those applications received after the due date or the ones that don't include the name of the position, will not be considered.
- This vacancy is open for local staff or international staff with legal permit to work in the Country.

- The attachment shouldn't weight over 2 MB.

Posting period:

From 28.09.2022 to 12.10.2022