



Vacancy Notice

**Open to Internal and External
Candidates (1 position)**

Position Title : **Project Associate, Project Management**
Duty Station : **San Salvador, El Salvador**
Classification : **General Service Staff, Grade G7**
Type of Appointment : **One Year Fixed Term with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **April 2nd 2024**
Reference Code : **VN2023/043SV**

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 United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to tens of thousands of refugees each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight and guidance to IOM's global support to all resettlement programs.

Under the United States Refugee Admissions Program (USRAP), Resettlement Support Centers (RSCs) provide critical support and processing services for resettlement to the US. As part of a Memo of Understanding (MOU) between IOM and the US State Department Bureau for Population Refugees and Migration (PRM), IOM manages several RSCs which prepare applications for adjudication by and provide support to visiting US Citizenship and Immigration Services (USCIS) Officers, facilitate security and medical screenings, provide information about arriving individuals to resettlement agencies in the US and offer Cultural Orientation training to individuals departing for the US.

Under the overall supervision of the Project Manager, RSC Latin America and direct supervision of Project Officer (Project Management), the Project Associate (Project Management) will provide oversee and provide overall support to the Project Management Unit and be responsible for the following functions:

Core Functions / Responsibilities:

- In close coordination with the Project Officer (Project Management), represent the office of the USRAP Project Manager for RSC Latin America in routine Country Office interactions. In this context, speak on behalf of the Project Management Unit in meetings, written and virtual communication, and a variety of other forums and interactions that take place with Managers and personnel both within the project and within other Country Office units in IOM San Salvador Country Office.
- Supervise a task force within the Unit to provide communications and technical support to Managers in relation to their liaison duties with government officials, embassies, UN agencies, other organizations and representatives of the media in the most effective manner. Review correspondence, statements, reports, and other materials drafted by the unit members.
- Provide substantive support and assistance to the Project Officer (Project Management) with the periodic review and update of internal USRAP project administrative workflows and organizational charts to continually track and streamline procedures.
- Provide substantive support and assistance the Project Officer (Project Management) with monitoring spending across the project region (or country), and flag areas of under or overspending to Project Management.
- Oversee knowledge management within the Project Management Unit through creation and maintenance of SharePoint sites, stakeholder directories, staff databases, staffing structures, Standard Operating Procedures (SOPs), relevant reports and other important documents.
- Monitor and track the activities of the Project Management Unit, RSC Latin America, including arranging and/or scheduling appointments, managing the calendar, and handling duty travel for Managers, including the preparation of relevant briefing kits, travel authorizations, hotel reservations, transportation arrangements, visa requirements and security clearances.
- Set up and manage the standard procedure to monitor staffing data to ensure adherence to the relevant job architectures. Coordinate closely with the Human Resources Business Partner (RMM) in Washington, D.C., Project Officer (Project Management), relevant Managers, and relevant administrative Units to ensure that job architecture-related data is accurate, up to date, and accessible.
- With the Project Officer (Project Management), lead a task force within the unit to coordinate with IOM San Salvador HR in relation to recruitment-related matters such as the identification of qualified applicants, issuance of vacancy notices, participation in interview panels, interview schedules, selection paperwork and the onboarding and separation of personnel. Communicate with the HR Team as needed to clarify questions from the hiring Managers.
- Lead the liaison and coordination effort with the responsible Unit(s) on all logistical and administrative matters related to purchase orders, facility requirements, the construction of new office sites, moves, and official visits to RSC Latin America. Support to official visits includes, but is not limited to, supporting visa requests, transportation, hotel arrangements and office working

space.

- In coordination with the Project Officer, manage the organization of special events, including IOM-facilitated workshops, seminars, symposia and conferences.
- Participate in relevant internal and external events related to project activities, including seminars, workshops, meetings, and conferences, and represent the project and the Organization at gatherings of governmental and non-governmental entities. Record and disseminate event notes and track action points when requested.
- Provide project development and administration support to the managers, if required.
- Maintain and ensure the confidentiality and integrity of all USRAP-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert management of any non-compliance to SOPs or codes of conduct by staff members.
- Perform such other duties as may be assigned.

Required Qualifications and Experience

Education and Experience

- Completed secondary education required with seven years of working experience; or,
- Bachelor's degree in Social Sciences or related field with five years of working experience
- Demonstrated experience supporting the executive functions for a management team is a distinct advantage;
- Experience communicating with a diverse range of parties, including government and operational partners, is preferred;
- Experience interfacing with core IOM mission functions, including HR, procurement and logistics, finance, IT, and others, is an advantage;
- Experience working within a USRAP project in an operational nature is an advantage; and,
- Experience supporting recruitment processes, either as an HR practitioner, as a supervisor, or in a supporting role to a supervisor, is preferred.

Skills

- Delivers on set objectives in hardship situations;
- Ability to use own initiative and work under pressure with minimum supervision;
- Strong interpersonal and communication skills;
- Excellent computer skills - Word, Excel, PowerPoint, and Internet;
- Attention to detail and ability to organize; and,
- Self-motivated and objective driven.

Languages

Thorough knowledge of **English and Spanish (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 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.

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 leadership and professional potential.
- ☒ **Empowering others**: Creates an enabling environment where staff can contribute their best and develop their potential.
- ☒ **Building Trust**: Promotes shared values and creates an atmosphere of trust and honesty.
- ☒ **Strategic thinking and vision**: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- ☒ **Humility**: Leads with humility and shows openness to acknowledging own shortcomings.

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 **April 2nd, 2024** 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 **April 2nd, 2024** 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.