



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Senior Technical Assistant
Position Grade	G6
Duty Station	San Salvador
Position Number	New position
Job Family	Return and Reintegration
Organizational Unit	10007763
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	1 December 2023
Reports directly to	National Project Coordinator
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

The program “Integrated Responses on Migration from Central America” (IRM) is a six-year Cooperative Agreement (February 21, 2020 to February 20, 2026) 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 program, 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 in Central America: El Salvador, Guatemala, Honduras, Costa Rica, Panama, and Belize.

Under the direct supervision of the IRM National Project Coordinator and in coordination with the IRM country national team and Units, the Senior Technical Assistant will support the implementation of the project activities in the IRM Program.

SECTION 3

Responsibilities and Accountabilities

1. Participate in internal and external meetings, presentations, events and requirements made by the national coordinator and donor.
2. Assist the national coordinator in planning and executing meetings and/or work sessions with IOM's units, country teams, strategic partners and stakeholders, to promote synergies and strategic coordination.
3. Assist the national coordinator in strategic operational and financial execution of the annual work plan.
4. Keep a direct and open communication and feedback with the national coordinator and team.
5. Maintain effective relationships with relevant stakeholders such as government and municipal counterparts, implementing partners, civil society organizations and private sector entities.
6. Support in the drafting, development, and submission of notes for the files, concept notes, reports (weekly, monthly, interim reports to IOM/donor), terms of reference and other documents related to the program using standard/agreements templates for this purpose.
7. Ensure that reports and its corresponding annexes are up-to-date and verify data contained in the document's prior external information sharing.
8. Keep strict copies and tracking of all documents submitted and approved on behalf on the program.
9. Organize , logistics and coordination of meetings, official visits, conferences, workshops and events with donors, international community, civil society, among other. Within or outside the country for the implementation of program activities in accordance with IOM regulations.
10. Assist in translating or interpreting English/Spanish when required.
11. Ensure a protection and gender-based approach in all implementations of the program.
12. Induct new staff to IOM national program (when requested) and ensure that they are provided with the appropriate administrative information and equipment to perform their duties.
13. May guide and supervise other staff in the unit.

14. Undertake other duties that may be assigned which are commensurate to the position

SECTION 4

Required Qualifications and Experience

EDUCATION

- University degree in Political or Social Sciences, Law, International Relations, or a related field from an accredited academic institution with four years of relevant professional experience; or
- School diploma with six years of relevant professional experience.
- Diplomas or certificates studies on migration, human rights, development, protection, and gender will be advantageous.

EXPERIENCE

- Relevant professional experience in projects linked to the protection of human rights of vulnerable groups, projects linked to migration issues in general, case-by-case assistance and monitoring of beneficiaries, migrant population, among others, will be an advantage.
- Experience working with local governments and community leaders, national counterparts, as well as NGOs.
- Experience in facilitating workshops and training processes.
- Experience in preparing executive reports, systematizing experiences and preparing documents and/or presentations for knowledge management.
- General knowledge of the national reality, national plans and legislation regarding the protection of human rights.
- Knowledge of the national territory, departments, municipalities.
- Experience working with international cooperation and international humanitarian organizations will be an advantage.
- Good command of data processing programs: Excel, Word, Power Point, Access, as well as other programs in the Office package or other systems.
- Experience with written annual work plans, budget administration and fundraising reports.

SKILLS

- Must have strong analytical, planning, public relations, and people management skills.
- Must have donor and vendor communications and relations.
- Must have excellent coordination skills. Personal commitment, efficiency, flexibility, drive for results, respect for diversity, and creative thinking.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Demonstrated ability to work independently and to motivate others.
- Must have analytical skills to create high-quality written materials tailored to specific audiences and written reports to donors.
- Must have computer skills (MS Office, SharePoint, BI tools, etc.)

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English and Spanish (oral and written).

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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 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 actions and delegated work.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SECTION 7

Signatures

1 st Level Supervisor	Date
	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.