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 work 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:**

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.

Through the Immigration and Border Management (IBM) Programme, IOM Libya is supporting the Government of Libya to enhance its capacities in border management. In this framework, IOM will assist the Government of Libya in installing and running the Migration Information and Data Analysis System (MIDAS) through technical assistance, capacity building and provision of the required equipment. MIDAS will facilitate movements of persons and goods while enhancing capacities of relevant authorities to strengthen security at the borders.
Under the overall supervision of the Deputy Chief of Mission and the direct supervision of the Programme Manager IBM, the Programme assistant IBM will be supporting the implementation, monitoring and follow up of project’s activities in coordination with relevant government partners as well as relevant units within IOM.

Core Functions / Responsibilities:

1. Assist the Programme Manager in the design and implementation of assessments, capacity building and technical assistance activities, including training preparation and delivery under the IBM Programme;

2. Organize trainings, study tours, internships, on-the-job-mentoring, workshops and roundtables as related to the project;

3. Contribute to the development and standardization of templates (reports, questionnaires, surveys, profiles, application, feedback and interviewing forms and others) related to the IBM Programme;

4. Provide information on the Programme as requested and assist in the drafting of minutes of meetings, reports (external and internal reports) and other written materials/documents related to the Programme deliverables;

5. Assist in monitoring and evaluating the implementation of different Programme activities and updating the team work plan accordingly;

6. Coordinate off-site trainings, workshops, meetings and other Programme related activities in term of logistical and operational support;

7. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of Programme activities;

8. Data collection and entry for capacity building activities and of relevant beneficiary data, in line with IOM’s Data Protection Principles;

9. Draft and translate correspondence and other materials from Arabic into English, and vice-versa and assist with interpretation;

10. Perform such other related duties as may be assigned inclusive of duty travels

Required Qualifications and Experience

Education

- Bachelor degree in social sciences, Administration related field combined with at least 3 years of relevant working experience; or,
- Holder of a Secondary School Diploma, with at least 5 years of relevant working experience;
Experience

- Excellent writing and communication skills in Arabic and English;
- Previous experience in an international, humanitarian/development organization and/or in capacity building initiatives is an advantage;
- Ability to draft clearly and concisely;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds and respect for diversity and gender equality;
- Ability to work under pressure;
- Teamwork oriented but with a capacity to work independently;
- High level of computer literacy.

Languages

Fluency in **English** and **Arabic** is required.

**Required Competencies**

**Values**

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain 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 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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the
country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**How to apply:**

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by 21 May 2020 at the latest, mentioning the job title in the subject line along with this special vacancy notice code SVN.LY20.2020.001. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

**Posting period:**
From 07.05.2020 To 21.05.2020