

## SPECIAL VACANCY NOTICE LT10-2022-10 (four vacancies available)

### Open to Internal and External Candidates

Position Title	: <b>Project Assistant</b>
Duty Station	: <b>Vilnius, Lithuania</b>
Classification	: <b>General Service Staff, Grade G-5 (UN Salary Scale, 1526 EUR base salary per month, ~1480 EUR take-home pay per month, IOM income is tax exempted)</b>
Type of Appointment	: <b>Special Short Term</b> (until 30 June 2023, with possibility of extension)
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>10.01.2023</b>

*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 direct supervision of the Head of Unit for Migrants Assistance & Crisis Management and under the overall supervision of the Head of Office, the successful candidates will be responsible for the assistance in implementation of the relevant activities of the projects related to the response to Ukrainian crisis.

### **Core Functions / Responsibilities:**

1. Provides on-line, phone and in-house consultations to Ukrainian nationals and Third country nationals (further beneficiaries), who arrived in Lithuania due to war in Ukraine;
2. Closely works with beneficiaries, collects their feedback and assists in preparation of FAQ;
3. Assists in organisation of webinars for beneficiaries on relevant topics related to employment, integration of children, human trafficking etc.;
4. Assists in developing a network of local integration facilitators who will support beneficiaries at the local level by sharing information, and organizing small-scale community events;
5. Assists in the preparation and implementation of communication campaign using innovative communication channels, in particular social media;
6. Assists in organising of assigned meetings, workshops, seminars, trainings and expert roundtables;

7. Provides inputs and general administrative assistance for new project proposals and other project development and fundraising activities;
8. Attends official meetings, appointments and duty travel;
9. Performs such other duties as may be assigned.

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

### **Education**

- School diploma with five 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 three 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;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- Good understanding about online communication tools;
- Ability to communicate effectively with different audiences;
- Ability to collect, analyse and synthesise information, provided by governmental institutions and present it in user-friendly and concise form;
- Relevant experience in providing personal consultations and working directly with people is an advantage.

### **Skills**

- Good writing skills – ability to clearly and concisely write various texts, articles, press releases etc.;
- Reliable, able to work under pressure, good organizational skills and drive for results.

### **Languages**

Excellent working knowledge of Lithuanian, English and Russian. Knowledge of any other language is an asset.

## ***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:** fully aware of team purposes, coordinates own work with that of the team to meet agreed priorities and to 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.

IOM's competency framework can be found at this [link](#).

**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 full vaccination against COVID-19.

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

**How to apply:**

Interested candidates are invited to send their CV and motivation letter to [iomvilnius@iom.int](mailto:iomvilnius@iom.int) by **10 January 2023** at the latest, with the advertisement reference number in the subject line (SVN LT10-2022-10)

Only shortlisted candidates will be contacted.

**Posting period:**

From 27.12.2022 to 10.01.2023