

SPECIAL VACANCY NOTICE LT10-2023-02

Open to Internal and External Candidates

Position Title	: Senior Project Assistant – DTM Coordinator
Duty Station	: Vilnius, Lithuania
Classification	: General Service Staff, Grade G-6 (UN Salary Scale, 1770 EUR base salary per month, ~1722 EUR take-home pay per month, IOM income is tax exempted)
Type of Appointment	: Special Short Term (until 30 June 2023, with possibility of extension) / Subject to funding confirmation
Estimated Start Date	: As soon as possible
Closing Date	: 19.01.2023

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:

The conflict in Russia has led to the overspill of over 70 thousand forcibly displaced persons to Lithuania. Each person has unique needs, and unique intentions. There is need to assess the profiles of the inflows to Lithuania, their intentions and initial needs.

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 candidate will be responsible for implementation of the following activities of the projects related to the response to Ukrainian crisis and according to the procedures and training provided by IOM.

Core Functions / Responsibilities:

1. Assist in planning and coordinating all DTM activities in close collaboration with the Head of Unit and DTM unit in Vienna, Austria, partners and local governmental entities;
2. Supervise and evaluate enumerators teams in the field;
3. Coordinate places of the interviews with local NGOs, local municipalities, reception centres etc.;
4. Liaise with various governmental and international partners as requested;
5. Coordinate DTM survey questions with relevant stakeholders and DTM Vienna;

6. Act as DTM focal point at the local level for all information management related issues;
7. In collaboration with the Global DTM team, organize the data/information flow as per IOM procedures and ensure of its accuracy;
8. Compile and ensure data are transferred in due time to Kobo;
9. Report on a weekly basis on all DTM activities to the DTM Coordinator and make relevant recommendations/ advices to ensure the information collected is useful and relevant to all stakeholders;
10. Participate in the revision of the tools/methodologies and training of the enumerators;
11. Revise draft DTM surveys prepared by DTM Vienna;
12. Coordinate DTM surveys communication plans with the Communication consultant;
13. Respect IOM's Data Protection Principles;
14. Attends official meetings, appointments and duty travel;
15. Performs such other duties as may be assigned.

Required Qualifications and Experience

Education

- School diploma with six years of relevant experience; or,
- Bachelor's degree in Social Science, Geography, IT, Computer Science, or related fields from an accredited academic institution with four years of relevant professional experience.

Experience

- Experience in information management;
- Minimum one year of experience in managing teams;
- Experience with International Organizations, NGO 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 or Ukrainian. 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 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.

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 submit their applications – **Questionnaire on Mandatory Requirements** (page 4 of this document), **CV** and **Cover Letter** to iomvilnius@iom.int by **19 January 2023** at the latest, with the advertisement reference number in the subject line (SVN LT10-2023-02)

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 05.01.2023 to 19.01.2023

When would you be available for employment upon being offered a position?

Immediately 15 days 1 month 2 months

Date:

Name:

Signature:

Please note: Failure to complete the questionnaire might result in the disqualification from the selection process.