

VACANCY NOTICE LT10-2024-16

Open to Internal and External Candidates

Position Title : **Senior Project Associate (Integration)**
Duty Station : **Vilnius, Lithuania**
Classification : **General Service Staff, G6 (UN Salary Scale, 2002 EUR base salary per month, ~1756 EUR take-home pay per month, IOM income is tax exempted)**
Type of Appointment : **One Year Fixed-Term Contract**
Estimated Start Date : **As soon as possible**
Closing Date : **12.12.2024**

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 Programme Coordinator and overall guidance of the Head of Office, the Senior Project Associate (Integration) will be responsible for coordinating the implementation of migrant information and integration activities in Migration Information Center in IOM Lithuania.

Core Functions / Responsibilities

1. In particular, she/he will undertake the following tasks:
2. Support the daily operations of the Migration Information Center, promoting efficient delivery of services to migrants and adherence to project goals and timelines.
3. Support the planning and coordination of workshops, information sessions, and events to enhance awareness of services offered and promote integration of migrants into local communities.
4. Maintain relationships with local and international partners, NGOs, and community organizations to support joint initiatives and resource sharing.
5. Provide guidance on the Migration Information Center services and resources available to migrants, including legal, social, and labour integration aspects.
6. Support the consultation reservation system and schedule to optimize availability and accessibility of services.
7. Collect and analyse data on project performance and collect feedback to assess impact and inform continuous improvement efforts.

8. Prepare regular reports on project activities, outcomes, and challenges for stakeholders and donors.
9. Assist in the preparation of project proposals and funding applications, identifying potential funding sources and supporting project sustainability efforts.
10. Attend official meetings, appointments and duty travel.

Required Qualifications and Experience

Education

- a) High school diploma with six years of relevant experience; or,
- b) Bachelor's degree in Communications, Public Relations, Law, Social Work or a related field from an accredited academic institution, with four years of relevant professional experience working with migrants

Experience and Skills

- Knowledge of main migration trends in Lithuania and current situation in the EU.
- Experience in project management.
- Experience in organizing workshops, information sessions, and events.
- Experience working with various stakeholders such as local and international partners, NGOs, and community organization.
- Experience working with directly with migrants.
- High level of professionalism and ability to work under pressure and adhere to strict deadlines in a complex and fast changing environment.
- Strong interpersonal skills and ability to work effectively and harmoniously with people from varied cultures and professional backgrounds.
- Strong organizational skills, including time management and multitasking, along with the ability to quickly solve problems.
- Clear, concise writing and communication skills for developing information about services, including brochures, websites, or other communication channels.
- Drive for results.
- Demonstrated aptitude for creative thinking.

Languages

- For this position, fluency in Lithuanian, English and Russian is required (oral and written).

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: 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.

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 **by 12 December 2024** at the latest, with the advertisement reference number in the subject (VN LT10-2024-16).

Only shortlisted candidates will be contacted.

Posting period:

From 28.11.2024 to 12.12.2024