



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Assistant
Position grade	UG
Duty station	Ashgabat, TURKMENISTAN
Position number	20089368
Job family	Programme
Organizational unit	10005160
Reports directly to	Project Manager/Head of Office
Number of Direct Reports	NA
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under direct supervision of the Project Manager and overall supervision and guidance of Head of Office the incumbent will be responsible for implementing activities under specified project(s) and assisting the project manager in handling logistics, organization and coordination of project activities and communications with the donor/s, the Government and other relevant stakeholders.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ul style="list-style-type: none">• Provide support to planning of project activities and reflecting them in IOM's ERP system.• Assist in organizing project activities such as seminars, workshops, field trips, etc. communication and coordination of activities with all relevant stakeholders.• Draft project reports, minutes of meetings and press-releases, basic written translation of project documents, if need be.• Assist in project procurement, including market research and preparing specifications for tenders, collecting and analyzing bids, contracting the identified provider, purchasing and delivering goods.• Prepare requests for payment and vendor forms for submission to the financial department for all programmatic areas, including for travels; communicate with vendors and draft contracts, invoices, etc.• Take part in coordination meetings under the specified project(s) and take follow-up action on decisions made during such meetings.• Maintain working relations with all stakeholders involved in the project activities.	

<ul style="list-style-type: none"> • Timely inform all stakeholders, including Government, donors, UN Agencies, NGOs and others as may be needed of IOM's plans and scheduled activities. • Assist the Mission in organizing seminars, conferences and other events related to Program implementation – hotel booking, car rent, conference hall rent, catering and other logistics. • Support IOM's visibility through the country website and social media. • Support the implementation of Assisted Voluntary Return and Reintegration activities in Turkmenistan, including meeting the returnees at the airport and provision of further support as needed. • Support all relevant administrative and logistical matters.
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
Bachelor's degree in Business Administration, Social Sciences, or other related fields. Two years of project support/management experience can substitute the required education.
EXPERIENCE
<ul style="list-style-type: none"> • At least two years of project support/management experience. • Prior experience in project management with the UN and knowledge of relevant procedures and protocols is an advantage. • Experience in organizing and coordinating events involving multiple parties and requiring diplomatic skills and sensitivity;
SKILLS
<ul style="list-style-type: none"> • Understanding of the broad range of issues pertaining to international relations, UN system, migration and development. • Exceptional organizational skills, excellent planning, and follow-up skills. • Ability to document and write various types of reports in English (donor reports, minutes of meetings, protocols, press-releases). • Diplomatic skills and sensitivity to the context.

V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	
Fluency in English and Russian	
Good command of Turkmen	
VI. COMPETENCIES ¹	
Values	
<ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</p> <ul style="list-style-type: none"> • <u>Planning and coordination</u>: plan all events in a due manner, follows up on plans, timely informs all stakeholders about the plans, the follow up action, and any changes therein; ensures transparency and communicates clearly when planning. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u> continuously seeks to learn, share knowledge, and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains matters in an informative way. 	
SIGNATURES:	
Head of Office:	
Project Assistant:	

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