

**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Project Assistant | |
| Position grade | UG | |
| Duty station | Ashgabat, TURKMENISTAN | |
| Position number |  | |
| Job family | Programme | |
| Organizational unit |  | |
| Reports directly to | Head of Office | |
| Number of Direct Reports | NA | |
| II. Organizational Context and Scope | | |
| Under overall supervision of the Head of Office for Turkmenistan the incumbent will be responsible for coordinating activities under specified projects and assist the project managers in handling logistics, organizing events, coordinating, and communicating with the donor/s, the government, and other counterparts regarding the actions under specified projects. | | |
| III. Responsibilities and Accountabilities | | |
| * Contribute to planning of the activities and compiling IOM’s calendar of events under specified projects. * Timely inform all stakeholders, including government, donors, UN Agencies, NGOs, and others as may be needed on IOM’s plans and scheduled activities. Invite the above parties to take part in the events and ensure participation. * Communicate with vendors and prepare draft documents under the specified projects, including contracts, invoices, etc., to facilitate the implementation of the activities. * Organize activities under the specified projects, including seminars, workshops, field trips, etc. communicating and coordinating with all relevant parties involved. * Prepare draft activity reports, minutes of meetings, press-releases, protocols, etc. in English language. * Take part in coordination meetings under the specified projects and take follow-up action on the decisions made during these meetings. * Maintain working relations with all stakeholders involved in the project activities. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | | Minimum Bachelor’s degree in Business Administration, Social Sciences, or any related field. Two years of experience in assisting in project management. Experience could substitute the required education. | |  | | | |
| Experience | | |
| * Prior experience in project management/assisting in project management. * Prior experience in project management with UN and knowledge of relevant procedures and protocols is particularly welcome. * Experience in organizing and coordinating events involving multiple parties and requiring diplomatic skills and sensitivity; | | |
| SKILLS | | |
| * 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. * Understanding of UN principles of procurement and contracting. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English. | | Turkmen language is highly desirable. |
| VI. Competencies[[1]](#footnote-1) | | |
| **Values**   * Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. * Integrity and transparency: maintains 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** Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.   * Planning and coordination: 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. * 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 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. [↑](#footnote-ref-1)