



## **Special Vacancy Notice Open to Internal and External Candidates**

Reference No. : **VN/NO10/2023/03**  
Position Title : **Project Assistant (Resettlement and Family Reunification )**  
Duty Station : **Oslo, Norway**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Special Short Term six months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **June 29, 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:**

Under the direct supervision of the resettlement Senior Project assistant and the overall supervision of the Head of Resettlement and Integration and the overall guidance of the Programme Manager, the Project Assistant (RST) will be tasked with assisting the implementation of the Resettlement and Family Reunification project.

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

1. Assist in the implementation and monitoring of all project activities. monitoring the entire process from receipt of travel request, coordination with relevant units, to actual arrival in Norway.
2. Maintain IOM System for case registration and follow up conduct quality control; Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
3. Support administrative coordination of project implementation, involving liaison with diverse organizational units within IOM and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative action.

4. Retrieve, compile, summarize, and present information/data on specific project topics such as follow up and monitoring of travel documentation, from receipt of Travel Request, to issuance of departure notification.
5. Respond to general information requests and inquiries. Ensure both Donors and sending missions are informed of procedures in a timely manner.
6. Assist with the implementation of the family reunification project of the mission, coordinating with relevant IOM Offices and partners for the smooth operation of the project.
7. Undertake duty travel and escort assignments if required; arrange for medical and/or operational escorts for refugees in vulnerable situations in accordance with IOM escort guidelines.
8. Provide assistance at the airport in accordance with IOM movement guidelines.
9. Perform other related duties as assigned.

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

### **Education & Work**

- 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 two years of relevant professional experience; or,
- School diploma with four years of relevant 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; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Skills**

- Good interpersonal and communication skills.
- Computer literacy including proficiency in MS Office and other applications.
- Excellent organizational skills with ability to manage multiple tasks under time constraints.
- Accurate and detail oriented.

### **Languages**

Fluency in English and Norwegian is required.

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three 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** – behavioural indicators *level 1*

- 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.

## **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.

Appointment will also be subject to the candidate's qualifications to receive the necessary clearance to implement project tasks at the airport.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

## **How to apply:**

Interested candidates are invited to submit their CV and application letter in English via email to [iomoslojobs@iom.int](mailto:iomoslojobs@iom.int) by June 29<sup>th</sup> 2023 at the latest, referring to this advertisement.

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

Please be informed that IOM Norway Human Resources will not respond to all inquiries about the application status and will only contact shortlisted candidates.

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

**Contact:**

International Organization for Migration, Norway

Email: [iomoslojobs@iom.int](mailto:iomoslojobs@iom.int)

**Posting period:**

From

16.06.2023 to 29.06.2023



**Questionnaire on Mandatory Requirements for Local Recruitment in Oslo, Norway**  
**VN/NO10/2023/03 Project Assistant (Resettlement and Family Reunification)**

*Tick as appropriate depending on what you have:*

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**Education**

University degree from an accredited academic institution in Political Sciences, Development Sciences, Social Sciences, International Cooperation yes  no

School diploma with four years of relevant experience yes  no

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**Language**

Fluency in English and Norwegian yes  no

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**Experience and Skills**

Demonstrated experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups yes  no

Experience in liaising with governmental authorities, national/international institutions, UN agencies and non-governmental organizations. yes  no

Work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting yes  no

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**Other**

Are you currently holding a valid residence and work permit for Norway? yes  no