



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE LT10-2022-07

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Vilnius, Lithuania**
Classification : **General Service Staff, Grade G-4 (UN Salary Scale, 1315 EUR base salary per month, ~1260 EUR take-home pay per month, IOM income is tax exempted)**
Type of Appointment : **Special Short Term (until 31 December 2022 with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **10 August 2022**

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 overall supervision of the Head of Office in Vilnius and direct supervision of the Head of Unit, the successful candidate will be responsible for the assistance in implementing the project activities of the European Migration Network (EMN) in Lithuania.

Core Functions / Responsibilities:

1. Assist in researching and drafting studies and other outputs on migration, integration and asylum issues in the framework of the EMN in Lithuania.
2. Contribute to the finalization, layout, publication and timely dissemination of EMN Lithuania outputs to national network members.
3. Support in activities related to the implementation and oversight of project work.
4. Assist in updating and maintaining the EMN Lithuania websites.
5. Assist in organizing meetings, workshops and training sessions.
6. Assist in preparation of project reports and other related documentation; contributes to preparation and submission of project applications.
7. Attend official meetings, appointments and duty travel;

8. Contribute to other administrative and logistical tasks needed for project implementation;
9. Perform other related duties as may be assigned.

Required Qualifications and Experience

Education

- School diploma with four years of relevant experience; or,
- 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.

Experience

- Experience in collecting, analysing and synthesising information, provided by governmental institutions and presenting it in user-friendly and concise form;
- Knowledge of main migration issues in Lithuania and current situation in the EU;
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with statistics is an advantage;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Good writing skills – ability to clearly and concisely write various texts, articles, press releases;
- Reliable, able to work under pressure, good organizational skills and drive for results.

Languages

Excellent working knowledge of Lithuanian and English. 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 1*

- 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.

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 send their CV and motivation letter to iomvilnius@iom.int by **Wednesday, 10 August 2022** at the latest, with the advertisement reference number in the subject line (SVN LT10-2022-07)

Only shortlisted candidates will be contacted.

Posting period:

From 27.07.2022 to 10.08.2022