

International Organization for Migration: Project Assistant G4, Integration Project (<https://www.activelink.ie/node/116429>)



Project Assistant G4, Integration Project

Applications are welcome from internal and external candidates.

For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, internal candidates are considered first-tier candidates.

Organizational Context and Scope

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and nongovernmental 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.

Under the overall supervision of the Chief of Mission (CoM) in Dublin and direct supervision of the National Project Officer the successful candidate will be responsible for the support requirements of the project supporting Beneficiaries of Temporary Protection (BOTP'S) in Ireland.

The role will provide administrative support across programme operations, with a primary focus on assisting the team responsible for facilitating movements into transitional accommodation. Responsibilities will include coordinating logistics, maintaining records, supporting case management processes, and ensuring smooth communication between teams. The role will include other programme related responsibilities as required.

Responsibilities and Accountabilities

1. Support the implementation of the operational strategy of the project aiming to support BOTP's in Ireland.
2. Support the implementation of project activities and assist caseworkers in accordance with the project's Standard Operating Procedures (SOPs).
3. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
4. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
5. Organize meetings, workshops and training sessions.
6. Respond to general information requests and inquiries; set up and maintain files/records.
7. Maintain and ensure confidentiality of all projects related matters in accordance with guidelines and instructions. Take active steps to mitigate fraud and malfeasance and monitor the integrity of records containing individual data.
8. Perform any other 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 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

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

Languages

IOM's official languages are English, French, and Spanish.

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

Competencies

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

Values - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Notes

1. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
2. This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.
3. This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.
4. Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.
5. IOM has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and IOM, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities.
6. IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.
7. IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also

allows candidates to track the status of their application.

For interested persons who meet the required mentioned above criteria, please apply on IOM Career portal here: [Apply Here \(https://fa-evlj-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/15677/?utm_medium=jobshare&utm_source=External+Job+Share\)](https://fa-evlj-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/15677/?utm_medium=jobshare&utm_source=External+Job+Share)

Closing date: 09.07.25

For further information and other job postings, you are welcome to visit our website [IOM Careers and Job Vacancies \(https://www.iom.int/iom-career-gateways\)](https://www.iom.int/iom-career-gateways)

Region

Dublin

Date Entered/Updated

25th Jun, 2025

Expiry Date

9th Jul, 2025

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