



## VACANCY NOTICE

### Open to Internal and External Candidates<sup>1</sup>

Position Title : **Project Assistant (Lector)**  
Duty Station : **Bucharest, Romania**  
Classification : **General Service, Grade G5 (75%) – 3 positions**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **22 March 2024**

*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.

#### **Context:**

Under the direct supervision of the Project Coordinator and the overall coordination of the Head of Office, the Project Assistant (Lector) will support the provision of education counselling, delivering comprehensive language courses, and integrate civic education principles into curriculum in close cooperation with IOM Romania programme teams.

The successful candidate will be based in [Bucharest, Romania](#) and will have the following duties and responsibilities:

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

1. Organize engaging and tailored language courses catering to diverse proficiency levels and learning styles.
2. Conduct regular assessments to evaluate the progress and tailor teaching strategies according to the beneficiary's level.
3. Provide necessary updated information and referral services to ease the beneficiaries access to education services.

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<sup>1</sup> Internal candidates are staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs) in the service of the Organization, unless otherwise specified in their contract. Staff members on special leave without pay (SLWOP) and staff members on secondment/loan released by the Organization are also considered internal candidates.



4. Support in identify migrants and refugees having problems with access to education and take steps to provide them with necessary education support in coordination with relevant stakeholders and the IOM programme team.
5. Conduct proper case management on education in coordination with the relevant IOM staff.
6. Carry out proper referrals to IOM programs and units or external organizations where applicable.
7. Support in organizing orientation sessions using the existing resources and/or by developing new resources.
8. Collect requests of migrants and refugees in accessing education and conduct discussions while supporting the planning of future activities in coordination with the relevant IOM staff.
9. Maintain constant communication with parents, students, and stakeholders to foster a cohesive and supportive educational environment.
10. Support the organization of socio-cultural and recreational events.
11. Register beneficiaries into the projects and fill the supporting documents depending on the assistance provided by IOM.
12. Manage beneficiaries case files, verify the creation of new case files, update files, and monitor beneficiaries in close coordination with the rest of the team/partners/other stakeholders responsible for providing assistance to migrants based on the identified needs.
13. Enter data into the databases, verify previous registrations, update, and ensure the accuracy of the information.
14. Organize capacity building activities for stakeholders and junior members of the team providing language courses and other educational activities to migrants and refugees.
15. Ensure the archiving and the preservation of the working tools and of the relevant documents.
16. Performs any other duties as may be assigned.

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

#### **Education**

- School diploma with five years of relevant experience; or
- Bachelor's degree in Education, Social Sciences, or a related field from an accredited academic institution with three years of relevant professional experience.

#### **Experience**

- Experience in relevant field and in working with vulnerable groups.
- Experience in facilitating education for adults and children especially refugees and migrants.
- Experience in liaising with migrant communities.



- Prior experience working with migrants and refugees will be an advantage.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Skills**

- Proficient in computer applications such as Word, Excel, and Internet
- Strong interpersonal and communication skills, personal commitment, and flexibility
- Attention to detail and organizational abilities
- Ability to work with minimal supervision and in difficult situations.
- Ability to work independently, as well as in a team.
- Proven analytical, interpersonal, mediation and organizational skills.

### **Languages**

- For all applicants, fluency in Romanian and English is required (oral and written).
- Any other IOM official language will be considered as advantageous.

### ***Required 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.

**Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.

**Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

### ***Other***

This post is subject to local recruitment.

### ***How to apply:***

Interested candidates are invited to submit their applications including a cover letter not exceeding more than one page and [Personal History Form \(PHF\)](#) to [bucharestapplication@iom.int](mailto:bucharestapplication@iom.int) by **23:59 on Thursday 22 March 2024** referring to the vacancy notice number VN 2024-09 – Project Assistant (Lector).

Download the Personal History Form (PHF) here:

<https://romania.iom.int/sites/g/files/tmzbdl1556/files/iom-personal-history-form.xlsx>

The UN salary scale can be accessed at the following link: [UN Salaries-Romania](#)

For an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.

### ***Posting period:***

From 8 March 2024 to 22 March 2024