



## VACANCY NOTICE NO. KG10/2024-04

### Open to Internal and External Candidates

Position Title : **Senior Programme Assistant**  
Duty Station : **Bishkek, Kyrgyzstan**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **April 28, 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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Organizational Context and Scope:**

Under the overall supervision of the Head of Office in IOM Kyrgyzstan and the direct supervision of the Programme Coordinator, the Senior Programme Assistant will be responsible for planning, coordination, and implementation of all relevant programme activities, envisaged within Peace, Crisis Response, and Operations Unit.

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

1. Coordinate the implementation of the project, monitor implementation of the activities to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field.
2. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget expenditures: verify availability of funds and maintain a proper record of approved project budgets and their revisions.
4. Monitor the financial, administrative, and technical aspects of the project in line with IOM policies and donor requirements.

5. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
6. Contribute to the project development activities of the Unit, when necessary.
7. Administer the project implementation in IOM systems, including all financial commitments, administrative matters, and procurement of goods and services, required by the project.
8. Maintain regular communication and coordination with the project's implementing partners, including the UN agencies, government stakeholders, implementing partners, and experts engaged.
9. Draft quarterly and annual reports (narrative and contribute to financial reports): identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
10. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
11. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
12. Respond to complex information requests and inquiries; set up and maintain files/records.
13. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
14. Monitor work of implementing partners and report any non-compliance to the supervisor.
15. Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
16. Perform other related duties as assigned.

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

#### **Education**

- School diploma with six 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 four years of relevant professional experience.

#### **Experience**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Previous experience in project management and development at UN agencies or other international organizations;
- Experience in monitoring and reporting in regard to the project implementation;

- 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, including the conflict prevention, community stabilization, and border management
- Knowledge of UN and bilateral donor programming
- Knowledge of UN common financial rules and regulations
- Excellent skills in project management, including the monitoring and evaluation, and reporting
- Strong written and verbal communication skills
- Strong analytical and critical thinking
- Excellent computer skills and a high level of proficiency in spreadsheets and Excel.

## **Languages**

For all applicants, fluency in English and Russian is required (oral and written). Working knowledge of Kyrgyz is desirable.

## ***Required Competencies***

### **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.
- 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 2**

- 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.

### **Managerial Competencies - behavioural indicators – level 2**

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- 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***

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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.

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 applications that includes CV, cover letter and Personal History Form, to [hrkg@iom.int](mailto:hrkg@iom.int) with the subject line "Senior Programme Assistant" by **23:00 of April 28, 2024**.

Personal History Form can be downloaded at:

[https://kyrgyzstan.iom.int/sites/g/files/tmzbd11321/files/personal-history-form\\_1.xls](https://kyrgyzstan.iom.int/sites/g/files/tmzbd11321/files/personal-history-form_1.xls)

IOM reserves the right to contact shortlisted candidates only.

For more information on IOM, please visit [www.kyrgyzstan.iom.int](http://www.kyrgyzstan.iom.int) or [www.iom.int](http://www.iom.int)

## ***Posting period:***

From 09.04.2024 to 22.04.2024. Extended until 28.04.2024.