



International Organization for Migration (IOM)  
The UN Migration Agency

## **OPEN TO INTERNAL AND EXTERNAL CANDIDATES**

Position Title : MARRI Project Assistant  
Duty Station : Skopje  
Classification : Special Short Term  
Type of Appointment : 6 months (with possibility of extension)  
Reference Code : IOM/SKP/2017/12

**General functions:** Under the overall supervision of the IPA II Regional Project Manager and the direct supervision of MARRI RC Director, the Project Assistant is responsible for the overall coordination and administrative management of the project component within the IOM's IPA II Project "Support to Protection-sensitive Migration Management in the Western Balkans and Turkey", which is related to IOM's support to MARRI RC work. In particular, the position is expected to fulfill the following functions:

### **Responsibilities and Accountabilities**

- 1) Develops work plan and time table for the project and assure its smooth implementation;
- 2) Organizes and support the delivery of the project events, such as regional meetings, workshops and trainings;
- 3) Communicates and coordinates with the donors and all other relevant stakeholders;
- 4) Prepares documents for various meetings/events and draft notes;
- 5) Provide inputs in the development of project documents;
- 6) Manages and maintains database of interpreters;
- 7) Prepares narrative progress reports and final completion report;
- 8) Maintains electronic and paper filing for the project
- 9) Prepares briefs on project events to be published on the MARRI webpage and coordinates PR related activities according to donors' procedures;
- 10) All other tasks which may arise during the implementation of the project component.

### **Behavioral**

- a) Excellent management and coordination skills, ability to work under pressure, manage high workload and meet tight deadlines;
- b) Diligent, reliable and focused way of operating with close attention to detail;
- c) Independent and pro-active attitude, strong sense of ownership for assigned areas of responsibility;
- d) Initiative and high levels of performance management;
- e) Work planning, ability to identify risks early on, goal setting;
- f) Collegial team spirit;
- g) Ability to work with internal and external stakeholders to meet resource needs of IOM and MARRI RC.

### **Technical**

- a) Ability to take initiative, identify gaps and propose solutions;
- b) Ability to work as part of a team as well as on own initiative;
- c) Cultural sensitivity;
- d) Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- e) Excellent communication skills;

- f) Writing and editing skills;
- g) MS Office skills (Word, Excel, PowerPoint, Outlook).

### **Qualifications and Experience**

- University degree in political, social or organizational science;
- At least 3 years of relevant work experience in project management;
- Experience in liaising with local institutions, communities and service providers;
- Ability to draft clearly and concisely;
- Good level of computer literacy;
- Excellent communication and negotiation skills;
- Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking.

### **Languages**

Good knowledge of the English language.

### **Method of application:**

The Vacancy is open for internal and external candidates that have the legal right to reside and work in Former Yugoslav Republic of Macedonia. Interested applicants are invited to send their curriculum vitae and cover letter in English to: [Lmarkovska@iom.int](mailto:Lmarkovska@iom.int). Please indicate the position you are applying for and reference code in the subject line of your message.

### **Closing date:**

The deadline for submission: 24 August 2017, however, interested candidates are strongly encouraged to apply sooner. Incomplete applications will not be taken into consideration. Only shortlisted candidates will be contacted.