



International Organization for Migration (IOM)  
The UN Migration Agency

## SPECIAL VACANCY NOTICE

Position Title : **PROJECT LIAISON – Oficial de Enlace**  
Duty Station : **Caracas, Venezuela**  
Classification : *General Service, Ungraded*  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **February 27, 2023**

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. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates will be considered as first-tier candidates.

### **Context:**

Under the direct supervision of the Chief of Mission in coordination with the supporting areas and the Regional Office for South America, the successful candidate will assist in supporting specific project implementation and reporting activities of the project “Strengthening IOM’s role as Coordinator of the UN Network on Migration in South America.”

The Project Liaison will be responsible for giving support in the implementation of activities related to the IMRF, as well as other aspects of GCM implementation such as activating National Networks on Migration, promoting national action plans, participating in capacity-building activities, nurturing the community of practice by sharing lessons learned, good practices, and relevant information.

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

1. Assist in the execution of all activities necessary for the effective work of the project.
2. Provide technical support to the PM for the planning, organization, and implementation of the project, including trainings and any other events agreed with the PM.

3. In coordination with the PM, will be responsible for the implementation, evaluation, and monitoring of the activities.
4. In close coordination with the PM, give support to management, consolidation, and sharing of knowledge products.
5. Support the maintenance of regular contact with ROBA Staff.
6. Assist in the maintenance of regular contact with relevant stakeholders (internal/external) with the aim of achieving the objectives of the project.
7. Assist in mainstreaming migration in CCAs and UNSDCFs and support the promotion of the development of national action plans.
8. Strengthen United National Networks on Migration at the national level, proactive participation.
9. Participate and follow the IMRF process actively and perform any IMRF-related tasks assigned by the PM to facilitate the process.
10. Perform any other tasks related to the project as requested by the PM.

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

### **Education**

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or a related field from an accredited academic institution with at least two years of relevant professional experience.

### **Experience**

- Experience as project/program assistant on social and/or migration projects.
- Thorough knowledge and experience of migration management and development programs, UN development system, Global Compact on Migration, multilateral processes, RCPs, and international cooperation mechanisms.
- Work experience in international development and/or international cooperation, diplomacy would be an advantage.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN system and multilateral processes.

### **Languages**

- Fluency in English and Spanish

## ***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 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.

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

Interested candidates are invited to submit their applications via email to [iomvacantesvzla@iom.int](mailto:iomvacantesvzla@iom.int) by February 27, 2023 at the latest, **attaching the resume in IOM format**.

Please indicate **“VZ-CT-134 Project Liaison - Oficial de Enlace”** in the email subject.

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

***Posting period:*** From 14.02.2023 to 27.02.2023