



International Organization for Migration (IOM)
The UN Migration Agency

Special Vacancy Notice CL-31-2024

Open to Internal and External Candidates

Position Title : **Reporting and Coordination Assistant**
Duty Station : **Santiago, Chile**
Classification : **General Service, Grade G-5**
Type of Appointment : **Special Short-Term, six months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **March 27, 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.

Context:

Under the direct a supervision of the Inter-Agency Platform Coordinator and the overall supervision of the Chief of Mission, the Reporting and Coordination Assistant will be responsible and accountable by providing technical and administrative support to the inter-agency platform coordination team, and in particular for coordinating reporting functions and providing support on the implementation of cross-cutting themes in the framework of Response Plan for Refugees and Migrants (RMRP). She/he will be ask to fulfill internal and external reporting requests, draft meetings minutes, response plan and needs assessments.

Core Functions / Responsibilities:

1. Contribute to timely and accurate reporting including monthly, interim and final reports related to the R4V National Platform, as required in English and Spanish.
2. Support the coordination of the National Platform and its working sectors by drafting minutes, drafting support materials for meetings, organizing and providing logistic and technical support;

3. Participate in relevant meetings or events (both at national and field level) as needed. Maintain effective liaison with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the National Platform.
 4. Provide support with other inter-agency tasks, such as, facilitating communication with field offices, dissemination of key products and minutes to partners, support partners on a variety of administrative issues.
 5. Assist in the consolidation of monthly data and support the preparation of periodic reports, such as SitReps, briefing notes, Fact Sheets, guidelines, talking points and SOPs as well as other specific products in coordination with the Information Management Team and the Inter- Agency Platform Coordinator.
 6. Reviews/translate informal documents.
 7. Assist on the elaboration of the national monitoring framework, as well as monitor the adherence of reporting and key planning targets and deadlines for the production of key segments of RMRP.
 8. Work closely with the M&E, Information Management and Communication staff, to ensure accurate and effective data presentation, graphics, and maps.
 9. Assist with organization of workshops and training on technical matters.
 10. Perform any other duties that may be assigned.
- Required Qualifications and Experience

Education

- University Degree in Social Sciences, Development, Political Science, International Relations, Journalism or any related field from an accredited academic institution with three (3) years of relevant professional experience or
- High school diploma with five (5) years of relevant professional experience.

Experience

- Experience in interagency work, management, implementation and planning;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking or other vulnerable groups; and
- Proven experience in writing proposals, response plan and reports;
- Prior work experience with international humanitarian organizations, non government or government institutions/organization in a multicultural setting is an advantage.

Skills

- In-depth knowledge of Migration Flows in the Region, especially the Venezuela displacement crisis.
- High technological awareness
- Excellent writing skills;

Languages

Required

For all applicants, fluency in English and Spanish is required (oral and written).

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

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

Other information:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation. 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.

It is mandatory for each applicant to have COVID-19 vaccines up to date.

Only candidates residing in the country 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.

Vacancy close at 23:59 local time Santiago, Chile on the respective closing date. No late applications will be accepted.

How to apply:

Interested Internal candidates (IOM staff) are invited to submit their applications to IOMSantiagoVacancies@iom.int by March 13, 2024, referring to this advertisement in the subject of the email, along with the [Internal Application Form](#) completed, and the updated CV in PDF.

Interested External candidates are invited to submit their applications to IOMSantiagoVacancies@iom.int by March 13, 2024 referring to this advertisement in the subject of the email, along with the [Personal History Form](#) completed, the updated CV and the [Relatives Declaration Form](#) completed in PDF.

Only shortlisted candidates will be contacted.

Posting period:

From 13.03.2024 to 27.02.2024