



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice CL-02-2024

Open to Internal and External Candidates

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

Closing Date : **May 29, 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 overall supervision of the Chief of Mission (CoM) in Chile and direct supervision of the Program Support Coordinator, the Reporting Assistant, as part of the Program Support Unit, will be responsible for:

Core Functions / Responsibilities:

1. Contribute to timely and accurate reporting including monthly, interim, and final reports for projects implemented by the Mission in Chile based on program objectives, work plans, and timelines set by project documents.
2. Assist the appropriate preparation of reports, minutes, briefing and background notes, and other documentation as required in English and Spanish, that may be necessary for project development, reporting, and donor liaison purposes.
3. Liaise closely with all units in the Mission to gather and collate accurate information about assistance and the Mission activities.
4. Support the Project Manager and project coordinators with PRIMA-related tasks.
5. Assist the development and review of strategic documents, such as project proposals, strategies, talking points, SOPs, M&E plans and evaluation reports to ensure adherence to project's objective and donor requirements.

6. Support the Project Developer, the Project Manager, and relevant Units with technical and administrative tasking to plan and implement initiatives aimed at positioning IOM in Chile and provide support in the preparation of meetings and other consultations with donors, including assisting in the preparation of notes, briefs, and other materials.
7. Work closely with the M&E, Information Management and Communication staff, to ensure accurate and effective data presentation, graphics, and maps.
8. Contribute with the continued development of data management systems and evaluation of programs progress and results.
9. Support the knowledge management area and contribute to keep accurate and pertinent records of all correspondence, project development and reporting files, relevant databases and other Project Development and Reporting-related information.
10. Perform such other duties as may be assigned.

Education

- University degree in International Relations, International Development, Political or Social Sciences, or a 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 project reporting, development, technical writing, M&E, preferably in the international development/humanitarian sector;
- Work experience in donor relations and/or the UN System would be an advantage;
- Experience in relevant issues such as migration, displacement, and humanitarian assistance would be an asset.

Skills

- Knowledge of the broad range of migration related subject areas dealt with by the Organization.
- Strong English and Spanish writing skills of substantive documents, preferably in the field of migration management: reports, assessments etc;
- Computer skills, Microsoft applications, spreadsheets, word processing etc. is essential;
- Strong interpersonal skills as well as strong strategic, critical, and creative thinking.

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 May 29, 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 May 29, 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 15.05.2024 to 29.05.2024