



International Organization for Migration (IOM)
The UN Migration Agency

Post Description

I. ABOUT THE POSITION	
Position Title	Administrative Support Migrant Protection and Assistance
Position grade	Ungraded, three months with the possibility of extension
Duty Station	Montevideo, Uruguay
Job sector	Migrant Protection and Assistance
Institutional unit	IOM Uruguay
Reports directly to	Team Leader
II. SPECIFIC INFORMATION	
Posting date	6 September 2021
Closing date	15 September 2021
Type of contract	Special hourly contract / 8 hours a day
III. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the general supervision of the Chief of Mission and under the direct supervision of the Program Coordinator, the person to be hired will be supporting tasks related to administration, assisting in the development and implementation of projects, and providing psychosocial assistance in the city Montevideo, Uruguay.</p>	
IV. FUNCTIONS AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Carry out the identification of people in vulnerable situations in Montevideo to provide psychosocial assistance.2. Support the beneficiaries in the process of regularization and labour market integration.3. Support and follow-up on health and psychosocial needs of the migrants.4. Delivery of humanitarian assistance.5. Maintain frequent contact with NGO representatives on situations of vulnerability and benefit delivery.6. Document the benefits granted in the humanitarian assistance files.7. Support the development of action strategies for IOM Uruguay in the department of Montevideo.8. Support project planning, management and monitoring tasks.9. Support the creation and maintenance in order all documentation related to administration and finance management (electronic copies or paper).10. Assist in drafting and formatting of reports, letters, notes for internal and external coordination.11. Support the area coordinators in the administration and management of payments made for the development of activities and projects.12. Support migration support and team rotation during nights and weekends.13. Any other duties that may be assigned.	
V. QUALIFICATIONS AND EXPERIENCE REQUIRED:	
EDUCATION AND EXPERIENCE	
<ul style="list-style-type: none">• Diploma in Social Sciences and / or related careers.	

<ul style="list-style-type: none"> • Computer skills, including management of various Microsoft Office applications (Excel, Word, etc.) as well as email / internet; familiarity with database management and office technology equipment.
VI. IDIOMS
Excluding
Proficiency in English and Spanish
VII. COMPETENCES
<p>You are expected to demonstrate the following competencies:</p> <p>Professionalism</p> <ul style="list-style-type: none"> • Master issues related to their responsibilities. • Identify relevant issues, opportunities and risks that affect their main responsibilities. • Incorporates gender needs, perspectives and concerns, and promotes equal participation of both genders. • Treat all people with respect and dignity. • Works adapting to different cultural contexts. • Knows and promotes IOM's guiding principles and its mandate immigration issues. <p>Responsibility</p> <ul style="list-style-type: none"> • Follow all applicable procedures, processes and policies. • Meets delivery deadlines. • Monitors your own work to identify / correct errors. <p>Team work</p> <ul style="list-style-type: none"> • Contributes and pursues the team's objectives. • Seek input and comments from the rest of the team. • Supports and actively implements the final decisions of the group.

Those interested should send their CV and motivation letter to iommontevideo@iom.int until 15 September 2021.