



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

Worldwide IOM has over 480 offices and 8,400 staff focused on assisting migrants, governments and other stakeholders to address migration issues.

### **PROJECT ASSISTANT (MIGRATION PROFILE) ~ MALE**

Vacancy Notice No : **01-02-2016**  
Salary Per Month : **MVR 14,116.50**  
Duration : **Contract Basis**

Working under the overall supervision of the Chief of Mission and the direct supervision of Project Manager, the incumbent will:

1. Provide support in the implementation of the project and its activities in the Maldives, including financial, administrative and technical areas of the project; Research, compile, summarize and present issues and develop a knowledge base on these issues, along with IOM staff, liaise with International Consultant, various Government Ministries, and other stakeholders to implement the project.
2. Assist in compiling and reporting accessible relevant materials and identify areas of gaps and its related issues. Collection of data (primary) and existing information.
3. Support in promoting dialogue, information-sharing and cooperation among Non/Government actors on areas for cooperation in implementing; Work with all national stakeholders involved in the provision of services and support in order to identify vulnerabilities and gaps in framework and policies; Assist in the rapid research assessment and desk review.
4. Organize and attend workshops, trainings and coordination meetings as required; Assist in providing training to stakeholders and partners on policy planning; Provide regular updates on the implementation of the project and draft interim and final project narrative reports as needed;
5. Provide logistical support and coordinate travel and events including conferences, meetings, and take notes/minutes; Type, proof read and/or translate any relevant material as requested; Provide administrative support as needed;

#### **DESIRABLE QUALIFICATIONS:**

- **Education/Training:** University degree in public policy, social policy, international relations, social science or a related field; or an equivalent combination of education, training & experience;
- **Experience:** Minimum 5 years' related experience, work experience is preferable. Experience in research and policy analysis, or planning and national development, administration preferably within the Humanitarian Field;
- **Skills:** Thorough knowledge of English and Dhivehi; Excellent communication, interpersonal and organizational skills; high level of professionalism and confidentiality is important; excellent drafting, analytical and managerial skills; maturity, flexibility and an ability to effectively collaborate and work harmoniously with colleagues from diverse cultural backgrounds; good knowledge of and experience in the culture and traditions of the Maldives.

**Women with the above qualifications are encouraged to apply**

**Method of Application:** Please submit your Curriculum Vitae & Letter of Application (**Stating the Position applied**) including two non-related work referees to the attention of:

Human Resources Department, International Organization for Migration, Sri Lanka

Email: [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) (**Indicating the Position applied on the Subject Line**)

Website: [www.iom.int](http://www.iom.int)

Please note that only the short listed candidates will be contacted.

**Closing Date: Sunday 06<sup>th</sup> March 2016**