

**POST DESCRIPTION**

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| I. Position Information |
| Position title | Senior Project Assistant  |
| Position grade | G7  |
| Duty station | Port of Span, Trinidad and Tobago |
| Position number | New |
| Job family | Migration |
| Organizational unit | 10003104 |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | *Country Office* |
| Position rated on  | 29 March 2022 |
| Reports directly to  | 20069753 (Mrs Jewel ALI) – administrative supervisor20087786 (Ms Livia MANENTE) – direct supervisor |
| Number of Direct Reports | 0 |
| II. Organizational Context and Scope |
| Established in 1951, IOM is leading inter-governmental organization providing services to governments and migrants in the field of migration. With 172-member states, a further eight states holding observer status and offices in over 100 countries, 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.As of March 2022, the Regional Interagency Coordination Platform for Refugees and Migrants from Venezuela (R4V) estimated that more than six million refugees and migrants were outside of Venezuela, with the mast majority being in Latin America and the Caribbean. Many of them are in situations of extreme vulnerability which highlights the need to increase the international commitment and solidarity in support of plans to respond to concerned governments, addressing the more urgent humanitarian, protection, and integration needs. On 12 April 2018, the UN Secretary-General, had tasked United Nations High Commissioner for Refugees (UNHCR) and IOM to lead and coordinate the response at the regional level. On 28 May 2018, the IOM Director General, and the High Commissioner for Refugees, sent to the Secretary General a joint letter informing him of the establishment by the two agencies of an inclusive, overarching Regional Inter-Agency Platform to steer the response to the Venezuelan refugees and migrants. The R4V structure includes the Regional Platform based in Panama, as well as five national platforms (Brazil, Chile, Colombia, Ecuador, Peru) and three sub-regional platforms (Central America-Mexico, Caribbean, and Southern Cone). In 2022, the R4V Regional Platform has brought together a total of 192 member organizations which have agreed to work together under the framework of the Regional Refugee and Migrant Response Plan (RMRP) which stipulates needs of 1,79 billion USD for 2022 alone. The requirements for robust reporting and continued involvement of partner organizations have significantly grown over time. Under the administrative supervision of the Head of Office in Trinidad and Tobago and the direct supervision of the Caribbean and Central America Sub-Regional Interagency Platform Coordinator in Panama, the incumbent will be responsible for supporting interagency coordination efforts in the Caribbean sub-region, in close partnership with UNHCR and other R4V partners. Caribbean sub-regional country coverage includes Aruba, Curacao, Dominican Republic, Guyana, and Trinidad and Tobago and currently includes 27 organizations contributing to the regional Venezuela response. |
| III. Responsibilities and Accountabilities |
| Coordination1. Support the Sub-regional Coordinator in gathering and analysing information on the ongoing dynamics in the sub-region and partners’ response under the different sectors to contribute to regional sector meetings and other fora; 2. Support the national and sub-regional platforms in the development and review of sub-regional and national platforms’ TORs/workplans and undertake the bilateral consultations with national partners; 3. Support in planning process of RMRP for the Caribbean Sub-Region including the drafting, reviewing, and editing of the RMRP chapter for the Caribe Sub-Region as well as any other preparatory processes.4. Support the monitoring efforts of R4V organizations through use of interagency tools such as ActivityInfo and Financial Tracking System.5. Act as Protection Focal point for the Sub-region, included but not limited to human trafficking & smuggling (HT) and Gender Based Violence (GBV) sub-sectors; 6. When requested, support the Sub-regional Coordinator in role of facilitating and attending Platform meetings and other relevant fora (sector meetings, Caribbean sub-region core team meetings, ad hoc working groups, etc.). Ensure meeting minutes are prepared and disseminated to relevant staff. 7. Support in the organization and coordination of periodic meetings with National Platforms and UNHCR counterparts. 8. Share reports/information products with appealing agencies and partners across the Caribbean.Reporting9. Support sub-regional R4V coordination in communication and reporting with the national platforms established in Aruba, Curacao, Guyana, Aruba and Trinidad and Tobago (T&T). 10. In coordination with relevant counterparts at UNHCR, monitor media and consolidate monthly Caribbean situation reports from the 5 countries including Aruba, Curacao, Guyana, T&T and the DR. 11. Share draft situation reports for review by the Sub-Regional Coordinator and to the R4V Platform in English and Spanish; 12. Support in drafting, editing, and/or compiling all other information products such as mid-year reports, thematic factsheets, end of year reports, advocacy messages, the R4V Caribbean webpage, newsletter, etc.13. Organize and compile existing assessments and research (sub-regional or national), including undertaking desk reviews, and support national platforms and partners to conduct joint analysis. 14. Liaise with appealing agencies across the Caribbean on the compilation of reports and information products.15. Support appealing agencies and partners across the Caribbean to improve quality of reports submitted.16. Perform such other duties as may be assigned.  |
| IV. Required Qualifications and Experience |
| Education |
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| * Bachelor’s degree in Social/Political Sciences, Business Administration, International Relations, International Development or a related field from an accredited academic institution with five years of relevant professional experience; or
* High School Degree with seven years of relevant professional experience.
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| Experience  |
| * Proven experience with inter-agency coordination, particularly in humanitarian response contexts through UN-led systems.
* Proven experience with strategic planning and report writing
* Previous experience coordinating joint efforts in humanitarian/development situations between IOM/UN and 1) national governments and 2) international donors.
* In-depth knowledge of the Caribbean sub-region dynamics, notably in relation to mixed movements from Venezuela
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| SKILLS  |
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| V. Languages |
| Required (specify the required knowledge) | Desirable |
| For this position, fluency in English and Spanish is required (oral and written). |  |
| VI. Competencies[[1]](#footnote-1) |
| The incumbent is expected to demonstrate the following values and competencies:**Values -** all IOM staff members must abide by and demonstrate these three values:* **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
* **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.

**Core Competencies** – behavioural indicators* **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.
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| **Signatures:** |
| 1ST LEVEL SUPERVISOR DATE2ND LEVEL SUPERVISOR DATE |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)