

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from internal and external candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process. For the purpose of this vacancy, [internal and internal-equivalent candidates](#) are considered as first-tier candidates.

Organizational Context and Scope

Under the overall supervision of the Chief of Mission (CoM) in Algeria and the direct supervision of the Programme Manager – Migration and Development, and in coordination with relevant units within the Country Office (CO), the Project Associate – Migration and Development will be responsible and accountable for supporting the implementation of migration and development interventions in Algeria.

The position will support in contributing to the implementation of activities under programmes such as NAMAD III, as well as other initiatives related to livelihoods, reintegration, migration governance, and diaspora engagement.

The incumbent will provide operational, administrative, and coordination support to assist in the timely and effective delivery of activities targeting migrants, returnees, and host communities, in close coordination with relevant programme units, including Assisted Voluntary Return & Reintegration (AVRR), protection, and other thematic areas.

Responsibilities

1. Assist in the implementation and monitoring of project activities, including livelihoods, reintegration, and related programme components.
2. Retrieve, compile, summarize, analyse, and present information/data on project activities to support planning, implementation, and reporting.
3. Support in the implementation and monitoring of migration and development activities, including livelihoods support, vocational training, entrepreneurship, and protection-sensitive reintegration intervention targeting migrants and returnees.
4. Provide assistance in the implementation of skills development and employability activities, including vocational training, entrepreneurship support, and soft skills development for vulnerable beneficiaries.
5. Monitor budget by verifying availability of funds, obtaining necessary approval and updating budget related information.
6. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organisational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
7. Draft status reports, identify shortfalls, escalate issues to the supervisor and suggest remedial actions to address delivery gaps.
8. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
9. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions.
10. Participate in meetings and conferences to assist in coordinating implementation activities with local authorities, partners, United Nation (UN) agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
11. Assist in monitoring work of Implementing Partners (IP) and report non-compliances to the supervisor.
12. Provide guidance/training to new/junior staff.
13. Perform such other relevant duties as maybe assigned

Qualifications

Required Qualifications and Experience

Education

- Bachelor's degree in social sciences, migration studies, economics, business administration or related fields from an accredited academic institution with three years of relevant professional experience.
- High School diploma with five years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Knowledge of reviewing, verifying, and validating information and supporting documentation to ensure accuracy and procedural compliance;
- Has the ability to organise and coordinate multiple assignments while maintaining accurate records and meeting established deadlines;
- Competent in applying established rules, procedures, and guidelines to process transactions and address routine operational issues;
- Skilled in preparing clear and concise correspondence, reports, and supporting documentation using standard formats and templates; and.
- Capable of establishing effective working relationships and communicate professionally with stakeholders from diverse cultural and organisational backgrounds.

Languages

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).

REQUIRED

For this position, fluency in French and English is required (oral and written).

DESIRABLE

Working knowledge of Arabic.

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

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

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.

Managerial Competencies – behavioural indicators Level 2, if with direct reports

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.