

Senior Project Assistant At International Organization for Migration

The International Organization for Migration (IOM), established in 1951, is the leading intergovernmental organization in the field of migration. IOM works closely with governmental, intergovernmental, and non-governmental partners to promote humane, safe, and orderly migration.

Since 2021, IOM Sierra Leone (SL), has been working closely with Sierra Leone's Government, development partners, civil society, and local communities to strengthen migration management across various thematic areas. IOM SL aims to address current and emerging migration realities in Sierra Leone by improving access to safe, orderly, and regular migration founded on evidence-based policy and rights-based practices whilst addressing the various adverse drivers of irregular and forced migration. The focus of IOM SL on maximising the benefits of migration are in line with the socio-economic development agenda espoused in the Sierra Leone's National Medium Term Development Plan which acknowledges improved migration management as a crucial component in fostering social-economic development. Furthermore, IOM SL has been supporting the Government of Sierra Leone through various programs including on technical and vocational training, migration in the context of climate change as well as integrated border management.

The GOLA-REAP - Resilience, Empowerment, Access and Peacebuilding along Liberia and Sierra Leone border project is dedicated to nurturing strengthened relationships between local communities, forest rangers, and border authorities in the Gola Forest landscape along the Liberia and Sierra Leone border.

By fostering collaboration and trust, the project facilitates the prevention and peaceful resolution of conflicts while also promoting sustainable resource management on each side of the border region of Liberia and Sierra and at the cross-border level. Moreover, it empowers at-risk youth in their communities by promoting climate-smart agriculture, thereby fostering resilience and deterring their involvement in illicit activities.

Under the overall supervision of the Head of Office and the Programme Coordinator, direct supervision of the Project Support Officer, and in close collaboration with other project teams in the IOM Sierra Leone Country Office, the successful candidate will be expected to perform the tasks outlined below.

Responsibilities and Accountabilities:

1. Assist in the planning, coordination, implementation and monitoring of activities for the IOM Sierra Leone peacebuilding project;
2. Organize and undertake field visits to implement project activities and monitor their progress in consultation with the supervisor, project partners and stakeholders;
3. Act as a focal point for administrative coordination of project implementation, involving extensive liaison with diverse organisational units and external implementing partners including civil society organisations (CSOs) to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc;
4. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties;

5. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures;
6. Support in the drafting of correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation in close coordination with the project team and M&E officer;
7. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops;
8. Assist in the response to complex information requests and inquiries; set up and maintain files/records in close coordination with the project team and M&E officer;
9. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project;
10. Monitor work of implementing partners/service providers and report progress and any non-compliance to the supervisor;
11. Provide inputs for the development of concept papers and provide general support for the development of new projects; and,
12. Perform other related duties as assigned.

EDUCATION:

- University degree in international relations, political science, or a related field from an accredited academic institution with four years of work experience; or,
- Completed secondary education with six years of relevant working experience.

EXPERIENCE

- At least 4-6 years of relevant experience in such areas as border management, peace building, community and stakeholder engagement, including operational and logistical experience in project implementation.
- Experience in liaising with governmental authorities, national/international institutions; United Nations agencies and non-governmental organizations;
- Experience planning, facilitating, and evaluating trainings required, with experience facilitating trainings with government officials and civil society organization's preferred;
- Prior experience with the production of reports is preferred; and,
- Experience in the Kenema District of Sierra Leone (especially in the Gola Rainforest area) would be an advantage.

SKILLS

- Strong interpersonal and communication skills;
- Attention to detail and ability to organize,
- Strong training and facilitation skills;
- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision; and,
- Computer/software literate with good knowledge in Microsoft Office.

Languages:

REQUIRED:

For this position, fluency in English is required (oral and written). Working knowledge of local languages (Krio and Mende) is essential.

DESIRABLE:

Working knowledge of any other relevant local language is an advantage.

How to apply

Interested candidates can apply through the below link:

- [View the external job posting](#)