



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Senior Project Assistant (Protection)
Position Grade	UG
Duty Station	Country Office, IOM Costa Rica
Position Number	TBD
Job Family	Operations
Organizational Unit	10020959
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Not Applicable
Reports directly to	TBD
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

The IOM Mission in Costa Rica is constantly growing and receiving more funds to implement projects that mainstream protection. Among these, the Mission recently received IDF funds to implement the Project “Strengthening the Capacity of the Government of Costa Rica to Promote the Protection of Migrant Women, Adolescents, and Girls (including those with diverse SOGIESC)”. Sexual abuse is often a risk during displacement, and sexual exploitation is common along migration corridors. Vulnerabilities experienced during migration, such as the lack of safe living conditions and the scarcity of stable community structures, can also increase the risk of GBV. On 27 October 2022, the Government of Costa Rica launched its National Strategy to Combat Sexual Harassment and Abuse against Women. Called the Ruta de Género, or the “National Gender Plan”, the strategy includes a communication strategy, a first response mechanism, and a legal framework for the strategy. In addition, it creates community based Puntos Violetas or “Violet Points” resource centres to support women in crisis and help them report cases of abuse or harassment. In this context, the objective of this project is to contribute to the protection of migrant women, adolescents, and girls (including those with diverse SOGIESC), particularly survivors of GVB, in Costa Rica.

Under the supervision of the Project Manager and Protection Specialist, and the overall supervision of the Program Coordinator, the Senior Protection Project Assistant will be responsible for executing the following tasks:

SECTION 3

Responsibilities and Accountabilities

1. In coordination with the Project Manager and Protection Specialist, draft and implement the work plan for the strategic use of financial resources and the implementation of project activities according to the Project's description, and develop a Procurement Plan, Monitoring and Evaluation tools and other instruments to effectively manage the project.
2. Support the coordination planning and supervision of the Project's activities according to the Work Plan, as well as the Costa Rica Mission's Strategic Plan.
3. Develop concept notes and terms of reference, support selection processes of consultants and implementing partners, when necessary, and follow up on their work ensuring that deadlines are met, and products are delivered according to quality standards.
4. Support the Project Manager and Protection Specialist in ensuring that Protection is integrated and mainstreamed in all Project's activities and ensure that the implementation of the Project is in line with IOM's Approach to Protection.
5. Maintain and strengthen effective cooperation and collaboration with key national and local counterparts, as well as UN agencies and other key stakeholders, to identify synergies and avoid duplication of actions.
6. Schedule meetings with key counterparts, take minutes and ensure effective follow-up of the agreements reached.
7. Develop reference frameworks, guides, and Standard Operating Procedures (SOP) for the effective development of the Project.
8. Draft programmatic, narrative and financial reports, according to the timelines of the Project.

9. Assist in administrative tasks and coordination with the Procurement/Supply Unit of the IOM Mission in Costa Rica, including support in budget monitoring and support in purchase requests and payments in the IOM virtual systems.
10. Support the coordination and develop synergies and joint work with other units of the Mission in Costa Rica.
11. Carry out field visits, as required.
12. Perform other responsibilities, as assigned by the supervisor.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Highschool degree with 6 years of relevant professional experience.
- Or
- Bachelor's degree is required in social sciences, or related careers such as political science, international relations, law, psychology, social work, sociology.
- Studies on migration, human rights, gender, or development and project management will be an advantage.

EXPERIENCE

- Three years of relevant professional experience in projects, human rights, migration, vulnerable populations, including displaced and refugee populations, rights of migrants with diverse SOGIESC, gender, migrant women, direct assistance, and migration governance.
- Experience with international organizations, non-governmental or governmental organizations.

SKILLS

All knowledge and experience in preventing irregular migration, trafficking in persons and smuggling of migrants will be valued.

- Experience with working with human trafficking and gender based violence;
- Experience in community work, specifically, with groups in vulnerable situations;
- Experience with trainings and capacity building;

- Experience with working with international organizations, non-governmental or governmental organizations;
- Experience in Project Management, including budget control;
- Experience in coordination
- Experience with the UN is an advantage.
- Experience with UN and/or governmental organizations that work on Gender-Based Violence will be an advantage.

SECTION 5

Languages

REQUIRED

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English and Spanish is required (oral and written).

DESIRABLE

French.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

CORE COMPETENCIES - Behavioural indicators – Choose a level.

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.

---- *If direct reports (10th row above) for PAS is greater than zero, then the managerial competencies below are inserted.* ----

MANAGERIAL COMPETENCIES - Behavioural indicators – Choose a level.

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.

Submission of application:

The candidate should send his/her application through the following email cosanjosevacancies2@iom.int using as Subject “**SVN 2023-096 Senior Project Assistant (Protection) UG**”

The application must include:

- Curriculum with 3 references.
- Letter of interest.
- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by **September 15, 2023**. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.