



International Organization for Migration (IOM)
The UN Migration Agency

Project Officer – Call for CVs

TERMS OF REFERENCE

Duty Station:	IOM Paris
Position Title:	Project Officer
Type of contract:	6-month fixed term contract with possibility of extension (French labour law contract)
Organizational Location:	Project & administration units
Estimated Starting Date:	15 May 2018 (subject to donor's funding)

IOM Paris is looking for a project officer able to provide support to the office's project and administration units.

General Functions:

1. Actively participate to the implementation of resettlement projects: coordinate arrivals of groups of refugees bound to France, in close relationships with French partners, including the Ministry of Interior;
2. Support the administrative and finance officer in daily tasks: solicit bids, quotations and tender documents, prepare purchase orders, review supporting documents, etc.
3. Support the implementation of current projects, including those dedicated to vulnerable migrants (unaccompanied minors and victims of trafficking);
4. Actively participate to the project development activities;
5. Contribute to the office communication strategy;
6. Represent IOM at national level in coordination and technical meetings;
7. Any other tasks as may be assigned by the Head of Office.

IOM France

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Desirable Qualifications:

Master's degree in Political or Social Science, International Relations or a related field from an accredited academic institution with at least two years of relevant professional experience in project and/or administrative management;

The applicant should be able to work with a variety of professionals (Civil servants, NGO's representatives, etc.). S/he should be willing and able to work harmoniously in a diverse, multicultural environment.

Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints.

Excellent knowledge of Microsoft Office applications such as Word, Excel.

Sound knowledge of the migratory context in France; the asylum procedures/legislations in France and in the EU.

Languages: Excellent of both spoken and written French and English. Knowledge of other languages is an asset.

How to apply:

Internal and external candidates should submit a letter of interest and a CV.

Please submit your application **by 30 April 2018** to Sara Abbas (IOM France Head of Office) at iomparis@iom.int

The call for CVs is open to internal and external candidates, **allowed to work in France**.

Only shortlisted candidates will be contacted.

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