



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 unit
Estimated Starting Date:	02 November 2017 (subject to donor's funding)

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

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 implementation of current projects, including those dedicated to vulnerable migrants (unaccompanied minors and victims of trafficking);
3. Prepare narrative and statistical reports;
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 HoO.

IOM France

31 Rue du Faubourg Poissonnière • 75009 PARIS • 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;

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.

Experience in management of communication tools (websites, Facebook, etc.) is an asset.

Languages: Excellent of both spoken and written French and English. Knowledge of Arabic (North Levantine Arabic) and other languages is an important advantage.

How to apply:

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

Please submit your application 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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