



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR APPLICATIONS

Project Consultant

Duty Station: Baku, Azerbaijan

Appointment type: Consultant, 3 months (with a possibility of extension)

Closing Date: 21 December 2018

Estimated Start Date: 14 January 2019

Context:

Under the overall supervision of the Chief of Mission and direct supervision of the Project Coordinator, the incumbent will assist the implementation of the project “Integrated Rural Development for IDP Communities in Azerbaijan through Revitalization of Kahriz Water Supply System” and other wide range of Labour Mobility and Human Development (LHD) activities that aim at maximizing positive aspects of migration.

Key Responsibilities:

- Assist in planning and implementation of assigned project activities in accordance with the work plan and in compliance with internal administrative processes.
- Assist with planning, organization and implementation of conferences, workshops, training sessions and events.
- Support the Project Coordinator in liaising and working closely with relevant Ministries, governmental institutes, academia, international organizations and other stakeholders to identify gaps and design interventions.
- Assist the Project Coordinator in developing assessment and monitoring tools.
- Regularly research, compile, analyze and share information/data on the national, regional and international policies, trends and development of kahriz, labour migration, integration and diaspora engagement to support an informed and targeted approach to project implementation.
- Actively participate in the development and review of training and sensitization materials and provide technical inputs in coordination with the Project Coordinator.
- Assist in drafting periodic reporting, briefing notes, meeting minutes, visibility products and project factsheets.
- Translate daily correspondence and project-related documents.
- Perform other duties as may be assigned.

Required Education:

Completed Bachelor's degree from an accredited academic institution, preferably in International Development, Migration Studies, Social Science, Civil/Environmental/Water Engineering or other related fields.

Required Experience:

- At least two years of work experience in community development, migration management and/or another relevant field.
- Experience in working with UN agencies and/or NGOs is preferable.
- Experience and/or knowledge of labour migration, diaspora engagement policies or migration governance is a distinct advantage.
- Sound knowledge of project implementation and evaluation.
- Excellent communication, negotiation and writing skills in both English and Azerbaijani are required.
- Familiarity with standard MS Office applications and knowledge of social media are advantages.
- Overseas experience, studying or working abroad, is preferred.

Languages:

Fluency in Azerbaijani and English

The consultant is expected to demonstrate the following competencies:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.
- Teamwork: contributes to a collegial team environment; incorporates gender-related needs, perspectives, concerns and promotes equal gender participation.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Continuous Learning: promotes continuous learning for self and others
- Accountability: takes responsibility for action and manages constructive criticisms
- Communication: listens and communicates clearly, adapting delivery to the audience

How to apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English by indicating name of the position applied in the subject line of the e-mail to bakuhr@iom.int by the end of 21 December 2018.