



International Organization for Migration (IOM)  
The UN Migration Agency

## SVN-2023-115

Position Title : **Logistics and Operations Assistant G5 - Unit OMS (1 position)**

Duty Station : **Upala, Costa Rica**

Classification : **G-5**

Type of Appointment : **Special Short Term, 6 months**

Estimated Start Date : **As soon as possible**

Closing Date : **January 28th, 2024**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

*The International Organization for Migration (IOM) does not discriminate on the basis of disability, age, gender identity and expression, sexual orientation, nationality, racial identity, religious beliefs, among others. IOM is committed to a diverse and inclusive environment and therefore its staff come from a wide range of socio-economic backgrounds and world perspectives. Candidates from women, people of African descent and LGBTIQ+ people who are qualified and meet the requirements of each vacancy are especially encouraged.*

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

*Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen*

3. External female candidates.

## ***Organizational Context and Scope***

The International Organization for Migration (IOM) - the UN Migration Agency occupies the leading role in supporting Member States in migration management. In Costa Rica, IOM implements programs of assistance to vulnerable migrants, capacity building of governmental institutions and strengthening the link between migration and development.

IOM will be implementing a regional programme called "Movilidad Segura" with support from the United States, Canada and Spain to reduce irregular migration across the Western Hemisphere and significantly expand access to resettlement and other legal pathways for admission for refugees and migrants. The new measures include the establishment of special offices or centers in Colombia, Guatemala and Costa Rica. Potential migrants and refugees will have access to Refugee Admissions Program i.e. Resettlement and humanitarian visas as well as other lawful pathways to the US..

Under the overall supervision of the Programme Coordinator and the direct supervision of the National Project Coordinator (Northern zone) the Logistics and Operations Assistant will be responsible for executing the following tasks:

1. Contribute to the development of a work plan - in coordination with the Oficial OIM in Northern Zone in Costa Rica, for the planning of financial resources and the implementation of project activities.
2. Provide assistance so that all purchases, contracting services and other expenses made are supported with the documentation (receipts, quotes, payment requests, etc.) required by OIM.
3. Prepare draft notes, invitation letters, agreements, contracts and other required instruments.
4. Assist in the coordination of logistical and administrative preparations for conferences, meetings, seminars and other activities organized by the Unit, attending certain events as required.
5. Assist in the coordination of vehicle and driver support requests in order to cover scheduled and unforeseen activities.
6. Keep an up-to-date inventory of supplies and equipment.
7. Maintain and strengthen effective cooperative relationships with key national counterparts (government and civil society) and international organizations involved, to explore synergies and avoid duplication of actions in the Northern Zone.
8. Receive, classify, archive and follow up on the communications received and/ or generated by the project.
9. Assist in the preparation of project reports and orderly systematization of annexes and supporting documents.
10. Other responsibilities as assigned by the supervisor.

## ***Required Qualifications and Experience***

The incumbent is expected to demonstrate the following technical and behavioral competencies:

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in administration, accounting, social work, politics science, law, international relations, economy with 3 years of relevant professional experience.
- Highschool degree with 5 years of relevant professional experience
- Experience working with international cooperation and international humanitarian organizations, an advantage.
- Estudios in migration will be an advantage
- Solid knowledge in budget management will be an advantage.

### **Skills**

#### **Responsibility**

- Accept and give constructive criticism.
- Follow all procedures, processes and policies.
- Meet deadlines, cost, and quality requirements for results.
- Check your own work to correct mistakes.
- Assume responsibility to meet commitments and possible deficiencies.

#### **Customer orientation**

- Identify the immediate and peripheral clients of the job.
- Establish and maintain effective working relationships with clients.
- Identify and verify changes in the needs of clients, including donors, governments and project beneficiaries.

#### **Continuous learning**

- Contribute to the learning of colleagues.
- Show interest in improving relevant skills.
- Show interest in acquiring relevant skills from other functional areas.
- Keep abreast of developments in your field of expertise.

#### **Communication**

- Actively share relevant information.
- Communicate clearly and listen / receive feedback on priorities and procedures.
- Write clearly and effectively, adapting the wording and style to the intended audience.

- Listen effectively and communicate clearly, tailoring delivery to the audience.

### **Creativity and Initiative**

- Proactively develop new ways to solve problems.
- Leadership and Negotiation
- Convince others to share resources.
- Present goals as shared interests.

### **Performance management**

- Provide constructive feedback to colleagues.
- Provide fair, accurate, timely and constructive staff evaluations.
- Appropriately utilize personnel evaluations in recruitment and other relevant HR procedures.

### **Planning and organization**

- Set clear and achievable goals consistent with agreed priorities for herself/himself and others.
- Identify priority activities and tasks for herself/himself and others.
- Organize and document work to allow for planned or unplanned handover.
- Identify risks and develop contingency plans.

### **Professionalism**

- Master the subject related to your responsibilities.
- Identify fundamental problems, opportunities and risks with responsibilities.
- Incorporate gender-related needs, perspectives and concerns, and promote gender equality participation.
- Persistent, calm and courteous in the face of challenges and stress.
- Treat all colleagues with respect and dignity.
- Work effectively with people of different cultures adapting to relevant cultural contexts.
- Knowledgeable and promoter of the IOM's main mandate and migration solutions.

### **Teamwork**

- Actively contribute to an effective, collegial and friendly team environment.
- Contribute and meet team goals.
- Give credit where it is due.
- Seek input and feedback from others.
- Appropriately delegate tasks and responsibilities.
- Actively support and implement final team decisions.
- Take joint responsibility for the team's work.

## **Technological Knowledge**

- Learn about the technological developments available.
- Proactively identify and advocate for profitable technology solutions.
- Understand the applicability and limitation of technology and seek to apply it to the appropriate job.

## **Languages**

Fluency in English and Spanish (oral and written) is required.

Desirable French

## **Salary**

Step 1: 993,000.00 colone

## ***Required Competencies***

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

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

Core Competencies – behavioural indicators level 1

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

## MANAGERIAL COMPETENCIES - Behavioral indicators – N/A

- 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.

### **How to apply:**

The candidate should send his/her application **through the following Microsoft Form:** <https://forms.office.com/e/b3qKdNsg31>.

The form will request vacancy code, position title, duty station, grade, and unit. Please complete as it follows:

- **Vacancy Code: SVN-2023-115**
- **Position Title: Logistics and Operations Assistant**
- **Duty Station: Upala, Costa Rica**
- **Grade: G5**
- **Unit: OMS**

Candidates must submit their offer by **January 28th, 2024**. No applications will be considered after this date.

**Any application not presented using the Microsoft Form, will not be taken into consideration.**

**In case of receiving applications from foreigners living in Costa Rica, they must have a valid work permit.**

**Only short-listed candidates will be contacted.**

You can check the Post Description on <https://costarica.iom.int/es/vacantes>.

