



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Senior Sub-Grants Assistant
Position grade	G6
Duty station	San Salvador, El Salvador
Position number	
Job family	
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	4 March 2022
Reports directly to	Subregional Subgrants Senior Assistant (Integrated Responses on Migration)
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The Program “Integrated Responses on Migration from Central America” (IRM) is a five-year Cooperative Agreement (February 21, 2020 to February 20, 2026) fund by the United States Development Agency (USAID) that will allow IOM to address gaps and challenges on sustainable reintegration and irregular migration in the region by improving integration or reintegration-related services (protection, psychosocial assistance, referral services, training, certification of studies, among others) at the individual, community and structural levels.</p> <p>Building on the best practices and lessons learned IOM achieved assisting migrants during previous projects (2014-2019) in El Salvador, Guatemala and Honduras, through the IRM project, IOM will continue to support the Governments of Central America in strengthening national capacities for the reintegration of migrant returnees, based not only on multisectoral integrated approaches, but also on diminishing gaps identified during the previous experiences and adapting new guidelines for each context.</p> <p>The overall objective is to contribute to safe, orderly and regular migration. The activity’s geographic scope includes six countries of Central America, El Salvador, Guatemala, Honduras, Costa Rica, Panama, and Belize.</p> <p>The Senior Sub-Grants Assistant will carry out their duties under the supervision of the the Subregional Subgrants Senior Assistant and in close coordination with the Subregional IRM Sub-Grants Officer in close coordination with the IRM Chief of Party/Sub-regional Programme Coordinator and the IRM National Coordinator in El Salvador.</p> <p>The Senior Sub-Grants Assistant should be proactive, always looking for new opportunities, and persuasive in communicating the Programme successes and stories.</p>	

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<ol style="list-style-type: none"> 1. Assist the Sub-Grants Officer to elaborate periodic narrative and/or financial reports, as well as weekly updates and other requests of information. 2. Follow-up on timely execution of the workplans estimated by implementing partners and monitor the completion of the results, in coordination with the Sub-Grants Officer. 3. In close coordination with the Sub-Grants Officer, organize on a regular basis team meetings to review with national project coordinators and implementing partners the planned progress against actual progress. 4. Prepare up-to-date information on the subgrants activities to assist in the elaboration of communication materials, press notes, information inquiries from the donor in coordination with the Sub-Grants Officer. 5. Participate in the recruitment process and supervision of implementing partner; monitor the work of contractors in accordance with IOM procedures and regulations. 6. Assist the Sub-Grants Officer to maintain effective relationships with relevant stakeholders such as implementing partners, civil society organizations and private sector entities. 7. Promote and facilitate a gender-based and human rights approach in all subgrantees implementation's. 8. Provide technical support to the Sub-Grants Office related to the organization and participation in Programme meetings, workshops, and seminars, promoting synergies and coordination between team units and country teams, including. 9. Assist the Sub-Grants Office, in the technical liaison with relevant counterparts; as well as participate in technical coordination activities related to the development of subaward initiatives to be presented to the donor. 10. Assist the Sub-Grants Officer to improve streamlining between different subgrants finance and procurement follow-up, keeping up to date the financial and budgetary monitoring tools necessary for decision making. 11. Assist in organizing, logistics and coordination of meetings, official visits, conferences, workshops and events with donors, UN, international community, civil society, etc. 12. Prepare and keep tracking of business correspondence, executive reports, meeting minutes and translating or interpreting when required. 13. Undertake other duties that may be assigned which are commensurate to the position.
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
<ul style="list-style-type: none"> • University degree in Administration, Economics, Social Sciences or a related field from an accredited academic institution with four years of relevant professional experience; or • Master's degree in the above fields will be an advantage.
EXPERIENCE
<ul style="list-style-type: none"> • Proficient in computer applications. • Experience working with international cooperation and international humanitarian organizations is an advantage. • Familiarity with financial and business administration. • Sound and proven understanding of internal and international migration issues in the North of Central America; • Experience in liaising with civil society organizations, international organizations and the private sector is a plus;
SKILLS

Comentado [VN1]: According to the instruction, consultants are supervised by hiring managers

Comentado [VN2]: Please follow the standards requirements listed in IN 233

- Strong analytical, planning and people management skills. Ability to prepare clear and concise reports. Proficient in computer applications.
- Excellent communication skills. Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking. Ability to work effectively and harmoniously with colleagues from varied cultures and professional background.

V. LANGUAGES

Required (specify the required knowledge)	Desirable
Fluency in English and Spanish (oral and written).	

VI. COMPETENCIES¹

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 2*

- 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- behavioural indicators *level 2*

- 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking & vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

SIGNATURES:

1 ST LEVEL SUPERVISOR	DATE
2 ND LEVEL SUPERVISOR	DAT

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

