



The International Organization for Migration seeks

Project Assistant

Completed university degree from an accredited academic institution preferably in social sciences or a related field.

GENERAL FUNCTIONS:

- Support the day to day operations in coordination with the Project Coordinator and Diaspora Focal Point of the Ministry of Foreign Affairs (MoFA) (Diaspora Unit) for the implementation of Grenada's Diaspora Mapping activities.
- Identify main Grenadian diaspora associations and community structures for accessing information in countries of destination.
- Liaise with Consulate and Embassy representatives to coordinate and organise meetings and workshops for diaspora related events in Grenada and North America.
- Assist with the implementation and monitoring of a communication strategy and information campaign, targeting Grenadian embassies, consulates and diaspora associations.
- Assist with undertaking of a baseline survey to identify diaspora members engaged with the Government of Grenada and supporting development in Grenada.
- Support the development of periodical reports (Interim and Final) to the MoFA, Chief of Mission and/or the donor concerning the activities of the Project.

COMPETENCIES:

Teamwork, Accountability, Beneficiary Orientation, Communication, Initiative, Leadership and Negotiation, Performance Management, Planning and Organizing, Professionalism, Continuous Learning, Technological Awareness, Resource Mobilization.

START DATE: As soon as possible

LANGUAGES: Required English-fluent

Interested persons please send a cover letter, resume with references and copies of diplomas to iomguyana@iom.int no later than Sunday February 24th, 2019. Only shortlisted candidates will be contacted.

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