

Ref nr: TSE-01/12

International Organization for Migration in Kazakhstan is looking for a candidate for the position of Consultant on providing assistance to migrants under its Labour migration Program according to the terms of reference below.

Position title: Consultant on providing assistance to migrants.

Duty Station: Astana, Kazakhstan

Classification: temporary

Type of appointment: consultancy

Date: January 2012

General Function

The Consultant on providing assistance to migrants will support realization of activities within the Central Asia Regional Migration Programme (CARMP), to ensure the achievement of CARMP objectives to protect the rights and enhance the social and economic opportunities of migrant men, women and their families.

Under the overall supervision of the Chief of Mission in Kazakhstan and direct supervision of the Migration and Development Program Coordinator, the Consultant will provide technical and administrative support in the implementation of project activities related to working with migrants within Central Asia Regional Migration Program. In particular, she/ he will perform the following tasks:

1. Assistance in implementing of the Central Asia Regional Migration Program including to assisting, preparing, organizing migrants support related project activities.
2. Maintain regular working relations and communication on project issues with NGOs and other project partners.
3. Participate in monitoring activities related to provision of services to migrants, including field visits, identification and reporting on any constraints encountered by project partners relating to the project activities and provide recommendations on possible solutions to supervisor.
4. Coordinate activities implemented by partners providing service to migrants.
5. Assist in fulfilling internal procurement and the administrative formalities in order to provide support to programmatic activities.
6. Assist with organization of the meetings with partners.
7. Assist national experts commissioned by IOM for the purposes of the programme activities.
8. Provide other assistance to the project team as necessary for programme implementation

9. Perform such other duties as may be assigned

Desirable Qualification

Education and Experience

University Degree in Social Science, Law or Management

Knowledge of migration issues in Kazakhstan

Work experience in project implementation and report writing and civil society sector.

Competencies

Strong organization skills, personal commitment, efficiency, flexibility, respect for diversity, creative thinking. Ability to work effectively and harmoniously with colleagues with different backgrounds. Ability to work in multicultural and diversified team. Excellent communication and interpersonal skills. Proficiency in work with computer applications.

Languages

Thorough knowledge of English, Kazakh, Russian

Application

Interested applicants are invited to send their curriculum vitae with cover letter by e-mail to iomastana@iom.int by 27 January 2012 the latest, referring to this advertisement indicating " Job Application" in subject line on the message. Only short list candidates will be contacted.