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## Vacancy Notice

Position Title: Project Assistant  
Position Grade: G5  
Duty Station: IOM Beijing Office  
Duration: 12 months with possibility to extend  
Estimated Start Date: Immediate  
Closing Date: 10 Dec 2019

### **IOM Introduction :**

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.

### **Responsibility:**

Under the administrative supervision of the Chief of Mission in China and the programmatic supervision of the Project Development Officer in IOM HQ, the successful candidate will support providing oversight of the day-to-day operations of the KVAC (Korea Visa Application Centre ) operated by IOM and facilitating the communications with the project stakeholders.

1. Support the Project Manager and the Project Development officer with effective implementation and monitoring of all KVAC activities, in line with the contractual obligations of the Ministry of Justice of the Republic of Korea and with all IOM rules and regulations and KVAC operating procedures.
2. Support project management in keeping up to date and maintaining full understanding of all contractual conditions to facilitate successful inspection results from audits conducted by the Korean Diplomatic Representations and the Ministry of Justice.
3. Support project management with all communications with the vendors, the contractors, and the suppliers involved in the KVAC project, supporting the KVAC Manager in Ulaanbaatar especially when a high degree of detail and technical knowledge is involved, providing valuable technical support to maintaining productive and positive relations with the involved stakeholders.
4. Support the KVAC Manager with the different teams and departments (operations, finance, ICT, legal, and HR) involved in the project to ensure effective communication of requirements, feedback and processes.
5. Support the KVAC Manager in monitoring and reporting feedback received by the Ministry of Justice, the ROK Embassy in Ulaanbaatar, and the beneficiaries: analysis of feedback, case studies, reporting to the Project Manager, and support in providing corrective action plans.
6. Support the Quality and Integrity Officer to ensure high quality level standards and compliance with IOM's policies and procedures, and with the ROK MOJ regulations and

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IOM Mission in the People's Republic of China

No. 9-1-82, Tayuan Diplomatic Compound, Chaoyang District, Beijing China, 100600

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requirements. Support maintaining and preparing documentation for internal and external audits.

7. Support the Project Manager and the Project Developer in all activities to ensure a timely and orderly implementation of the project, according to the workplan, standard IOM procedures and policies, and the process described in the IOM KVAC project proposal and the IOM ROK KVAC MOU, acting as liaison person from Ulaanbaatar to HQ.
8. Support the project management in preparing and conducting capacity building activities for staff recruited for the project: preparation of training manuals and materials, participation in training sessions, training needs analysis, etc.
9. Support the project management team in undertaking duty travel, upon the request of the Project Manager, to one or more locations of the KVAC network.
10. Support the Project Development Officer for the development and implementation of Immigration and Visas related project in the People's Republic of China and in Mongolia.
11. Perform such other related duties as may be assigned.

### **Required Qualifications:**

#### Education:

- University degree in Political or Social Sciences, International Relations, Law, Migration Studies, Social Studies or a related field from an accredited academic institution with three years of relevant experience; or
- School diploma with five years of relevant professional experience

#### Experience:

- Experience in migrant-related programmes OR visa related services;
- Experience in customer service;
- Experience in liaising with governmental and diplomatic authorities and national and international institutions;
- Working and living experience in Korea as advantage

#### Language:

Fluent in English. French and/or Spanish will be a plus.

### **How to apply:**

Interested applicants should:



International Organization for Migration (IOM)  
The UN Migration Agency

国际移民组织-----联合国移民署

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- a) Submit their CV/resume, one-page cover letter via email to IOM Beijing Office at: [mrli@iom.int](mailto:mrli@iom.int)
  - b) Please mark the subject line of your email with “Application –Project Assistant”

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