



**EUROPEAN UNION BORDER ASSISTANCE
MISSION TO MOLDOVA AND UKRAINE
(EUBAM)**



The International Organisation for Migration (IOM) is looking for **Analytical Assistant** within European Union Border Assistance Mission to Moldova and Ukraine (EUBAM), according to the Terms of Reference below, to start on **1 May 2024**.

Position Title: **Analytical Assistant**

Duty Station: **HQ, Odesa, Ukraine**

Type of Appointment: **Service Contract**

Expected duration of assignment: **1 May 2024 – 30 November 2024, with possibility of extension**

Job type: **Full-time**

Organizational unit: **Planning, Analysis and Coordination Office (PACO)**

Closing Date: **25 March 2024**

Subscriber monthly fee: **EUR 1490**

Core Functions/Responsibilities:

Under the guidance and direct supervision of the Planning, Analysis and Coordination Officer and under overall supervision of the Head of the Planning, Analysis and Coordination Office (PACO) the incumbent assists in contributing to the implementation of the PACO objectives through analysis and reporting. The Analytical Assistant works in close collaboration with the National Finance Officer, National Administrative/Human Resources Officer and National Procurement and Logistics Officer of the EUBAM Administration for effective achievement of results, contributing to drafting related policy documents and regular reporting. The incumbent is expected to exercise full compliance with IOM programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

Specific Functions:

1. Assure smooth operational running of the project by means of following IOM and EC established operational rules and procedures;
2. Contribute to drafting of reports on progress achieved in the implementation of EUBAM Plan of Action such as Mission's monthly and annual reports. Contribute to the drafting of the Mission's narrative progress and final reports according to the General Conditions.
3. Contribute to development of concept papers and strategies of the Planning, Analysis and Coordination Office;
4. Draft briefings, speaking notes, presentations and background papers on topics related to the activities of the PACO;
5. Assist in analysis of data and information received from the EUBAM units and partner services using wide selection of research tools with the objective to solicit findings and observations. Ensure implementation of proper controls of non-violation of data-protection guidelines within PACO and ensure archiving of all operational data.
6. Attend all relevant PACO meetings and when required take minutes or prepare mission reports;
7. Participate in preparation, implementation and follow up of project activities;
8. Provide logistical support (travel arrangements, including visas, tickets, etc.) related to the PACO activities;



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9. Facilitate the process of procurement and delivery of goods and services;
10. Maintain updated networks of project partners;
11. Maintain contacts with governmental and non-governmental institutions, local authorities, NGOs, academia, etc.
12. Facilitate project related training/learning activities and working/research visits;
13. Participate in data collection, analysis and maintenance of project-related files;
14. Assure that the progress reporting is done in a timely and quality manner based on internal documents approved by EUBAM management;
15. Provide oral and written translations from English into Ukrainian and vice versa as required by the project;
16. Prepare, proofread and/or edit the project's correspondence and other official documents;
17. Ensure due care of premises, equipment, vehicles (including their spare parts, consumables, keys etc.), supplies and other property that is entrusted to him/her;
18. Perform other functions/tasks when required by the Planning, Analysis and Coordination Officer.

Recruitment Qualifications:

- University Degree in philology, economics, finance, accounting, law, public administration, international relations or other related fields;
- Five years of experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage;
- Sound background in data processing, analysis and reporting;
- Demonstrated ability to exercise initiative and independence in analysis;
- Practical knowledge of data visualization techniques;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages;
- Fluency in both oral and written English and Ukrainian languages is a must;
- Ability to work with people of different nationalities, religions and cultural backgrounds;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.

NOTES:

Email your IOM Personal History form (<http://eubam.org/wp-content/uploads/2016/05/Personal-History-Form.xls>) and cover letter in English to the following email address vacancies_ukraine@eubam.org. Please accurately submit all tabs in PHF.

Please indicate the position you are applying for in the subject line of your message.

Female candidates are strongly encouraged to apply.

Closing date for applications **25 March 2024**; however, interested candidates are strongly encouraged to apply sooner.

Only pre-selected candidates will be contacted for an interview.

Appointment is subject to funding confirmation.