

Senior Project Associate (G-6)

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Deadline:	The deadline for applications has expired	
Salary:	According to the interview results	
Location:	Bishkek	
Type of involvement:	full time	



International Organization for Migration (IOM)

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Information

Common information

- **Position Title:** Senior Project Associate
- **Duty Station:** Bishkek, Kyrgyzstan
- **Classification:** General Service Staff
- **Position Grade:** G-6
- **Deadline:** 25 May 2026, 11:59 PM (Bishkek time)

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.

IOM is committed to ensuring a workplace where all employees can thrive professionally, while working towards harnessing the full potential of migration. Read more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from internal and external candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process. For the purpose of this vacancy, [internal and internal-equivalent candidates](#) are considered as first-tier candidates.

Organizational Context and Scope

Under the overall supervision of the Head of Office and the direct supervision of the Programme Coordinator, the Senior Project Associate will assist with implementing project activities under the Migration of Seasonal Workers from

Central Asia to the UK” project, funded by the FCDO.

The project aims to facilitate safe migration from Central Asia to the UK by supporting government-operated hotlines, strengthening the capacity of partner organizations to deliver high-quality pre-departure orientation, organizing free English language courses, and enhancing the skills of returning migrants in financial literacy and entrepreneurship through educational programs and matching grants.

Qualification requirements

QUALIFICATIONS

Education

- School diploma with six years of relevant experience; or,
- Bachelor □□ degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Knowledge of project cycle management;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Strong organizational skills, including prioritizing and working efficiently under tight deadlines.

Languages

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).

For this position, fluency in English and Russian languages is required. Working knowledge of Kyrgyz language is highly desirable.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

Values - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** Maintains 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions 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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

Duties

1. Assist in the planning, coordination, implementation and monitoring of project activities.
2. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget implementation and propose adjustments as necessary.
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
5. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
7. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
8. Respond to complex information requests and inquiries; set up and maintain files/records.
9. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
10. Monitor work of implementing partners and report any non-compliance to the supervisor.
11. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
12. Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
13. Perform other related duties as assigned.

Conditions

Notes

Please refer to this [link](#) for guidance on IOM Job Category.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances.

IOM has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and IOM, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities.

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

IOM only accepts duly completed applications submitted through the [IOM e-Recruitment](#) system (for internal candidates link [here](#)). The online tool also allows candidates to track the status of their application.

How to apply:

Interested candidates are invited to submit their applications through the IOM online recruitment system [at this link](#) by **23:59 on 25 May 2026** (Bishkek time).

No late applications will be accepted. Only shortlisted candidates will be contacted.

For further information and other job postings, you are welcome to visit our website: [IOM Careers and Job Vacancies](#).

About company

The International Organization for Migration (IOM) is part of the United Nations System as the leading inter-governmental organization promoting since 1951 humane and orderly migration for the benefit of all, with 175 member states and a presence in 171 countries.

IOM supports migrants across the world, developing effective responses to the shifting dynamics of migration and, as such, is a key source of advice on migration policy and practice. The organization works in emergency situations, developing the resilience of all people on the move, and particularly those in situations of vulnerability, as well as building capacity within governments to manage all forms and impacts of mobility.

The Organization is guided by the principles enshrined in the Charter of the United Nations, including upholding human rights for all. Respect for the rights, dignity and well-being of migrants remains paramount.