

## CALL FOR CV



International Organization for Migration (IOM)  
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Şanlıurfa, Turkey.

Vacancy Notice Number:	<b>VN#TR/2018/179</b>
Position Title:	<b>Interpreter</b>
Duty Station:	Sanliurfa -Turkey
Classification:	Consultant
Deadline of Applications:	<b>22 October 2018</b>
Number of People to be hired	1
Eligibility:	Internal and External Candidates

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **General Functions:**

*Under the overall supervision of the National Programme Officer(Integration) based in Ankara and the direct supervision of the Project Field Coordinator in Sanliurfa, the incumbent will be responsible in providing support and services for migrants and refugees and to promote social cohesion for the Municipal Migrant and Refugee Center under the Urfa Metropolitan Municipality under the Sanliurfa Metropolitan Municipality.*

### **Major Duties and Responsibilities:**

- 1- Meet migrants and refugees at the Municipal Migrant and Refugee Center (“the Center”) to refer them to the Center’s managers, counsellors and legal advisor based on their inquiry.
- 2- Assist the Center staff in providing necessary interpretation services.
- 3- Accompany the Center staff in their field visits to provide necessary interpretation services.
- 4- Accompany migrants and refugees in their visits to the local public institutions for necessary interpretation services, if required.
- 5- Provide necessary translation services for informative materials (brochures, posters etc.) and participate meetings, trainings etc. to provide interpretation services.
- 6- Work closely with other counsellors and interpreters of the Center.
- 7- Report challenges and progress recorded in realization of duties.
- 8- Keep and save all project related documents, monthly reports and its supporting documents in file.
- 9- Enter project related data regularly and accurately to the database system.
- 10-Ensure effective referral mechanism to the relevant public authorities, IOM, UN agencies, other NGOs, center’s social service consultant and follow up the referrals.
- 11- Perform other duties as may be assigned.

## **Required Qualifications:**

### **Education:**

- University degree in Communication, Media, Business Administration or a related field from an accredited academic institution, with two years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with four years of relevant professional experience.

### **Experience:**

- Advanced knowledge of Turkish and Arabic is required;
- Experience in relevant field and in working with vulnerable groups;
- Proven good communicational, analytical, interpersonal and organizational skills;
- Proven good level of computer literacy;
- Residing or willing to reside in Sanliurfa.

### **Languages:**

- Fluency in **Turkish and Arabic** is required. Knowledge of **English** is advantageous.

## **Required Competencies**

### **Values**

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.

### **Core Competencies** – behavioral indicators *level 1*

- **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 action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### **Managerial Competencies**<sup>1</sup> – behavioral indicators *level 1*

- **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 potential.
- **Empowering others and building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Resource Mobilization** - works with internal and external stakeholders to meet resource needs of IOM.

---

<sup>1</sup> As applicable.

### **Other:**

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

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

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.**

### **How to Apply:**

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to to [iomtrjobs@iom.int](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **22 October 2018**.

Please note that only shortlisted candidates will be contacted.