

## VACANCY NOTICE



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 Ankara, Turkey.

Vacancy Notice Number:	<b>VN#TR/2018/176</b>
Position Title:	<b>Education Counsellor</b>
Duty Station:	Ankara-Turkey
Classification:	Consultancy Contract
Deadline of Applications:	<b>14 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.

### 1. Nature of the consultancy:

The education counsellor will work full time for the Municipal Migrant Services Center under the Keçiören Municipality

**Objective:** Support the Municipal Migrant Services Center to provide services for migrants and refugees and to promote social cohesion.

**2. IOM Project to which the Consultancy is contributing:** Provision of integrated services and promotion of social cohesion through a municipal Center in Keçiören

### Tasks to be performed under this contract:

Duties of the education counsellor shall include;

- 1- Meet migrants and refugees at the Municipal Services Center ("Center") to provide necessary guidance and orientation to ease their access to formal and non-formal education and to ensure continuation of benefiting from these services.
- 2- Identify migrants and refugee children's problems and needs in access to schooling as well as in their success in schools and take steps to provide their families with necessary support in coordination with social service counsellor, relevant institutions and organizations,
- 3- Ensure proper case management for the applicants in need of relevant services.
- 4- Receive requests from children and adult migrants and refugees in accessing Turkish language courses
- 5- Regularly report migrants and refugees' common problems and needs in access to education services, as well as sustainability and quality of services,
- 6- Meet and liaise with the local public authorities (Provincial/District Directorate of Education, Provincial/District Directorate of Education, Provincial/District Directorate of Migration Management, Social Assistance and Solidarity Foundation etc.), civil society organizations to improve access and services of education for migrants and refugees,
- 7- Participate relevant field visits undertaken by the Center and/or organize field visits if required,
- 8- Contribute to organization of education briefings, trainings and preparation of informative materials on education,
- 9- Work closely with other counsellors and interpreters of the Center,
- 10- Report challenges and progress recorded in realization of duties,

- 11- Keep and save all project related documents, monthly reports and its supporting documents in file,
- 12- Enter project related data regularly and accurately to the database system,
- 13- Give information about CCTE program and organize awareness raising sessions to migrant and refugees for dissemination of CCTE
- 14- Ensure effective referral mechanism to the relevant public authorities, IOM, UN agencies, other NGOs, the Center's social service consultant and follow up the referrals,
- 15- Perform other duties as may be assigned.

### **Required Qualifications:**

- a) Completed bachelor's degree in related social sciences disciplines
- b) Experience in relevant field and in working with vulnerable groups
- c) Advanced knowledge of Turkish
- d) Knowledge of English and Arabic is an asset
- e) Good communicational, analytical, interpersonal and organizational skills
- f) Good communicational and written skills in Turkish and/or Arabic
- g) Good level of computer literacy

### **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.

#### **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.

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<sup>1</sup> As applicable.

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 **14 October 2018**  
Please note that only shortlisted candidates will be contacted.