

## Job Description



Advertised on behalf of

<b>Agency</b>	Int Organization for Migration
<b>Title</b>	Project Assistant
<b>Job ID</b>	18907
<b>Practice Area - Job Family</b>	Basic Social Service
<b>Vacancy End Date</b>	17.10.2018 <b>(Midnight New York, USA)</b>
<b>Time Left</b>	8d 18h 41m
<b>Duty Station</b>	Ankara, Turkey
<b>Education &amp; Work Experience</b>	G-Bachelor's Level Degree - 2 year(s) experience
<b>Languages</b>	Required: English, Turkish Desired
<b>Grade</b>	GP
<b>Vacancy Type</b>	National Regular UN Volunteer
<b>Posting Type</b>	External
<b>Bureau</b>	United Nations Volunteers
<b>Contract Duration</b>	12 Months

International Organization for Migration (IOM)

## **Background**

### **International Organization for Migration (IOM)**

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 works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

### **Living Conditions:**

The UN Volunteer will live and work in Ankara, Turkey. The national UN Volunteer may also be required to go on missions.

Ankara is the capital of Turkey and the country's second largest city following Istanbul, with the population of 4.5 million people. Centrally located in Anatolia, Ankara is an important commercial and industrial city. It is the seat of the Turkish government and houses all foreign embassies. The city is strategically located at an important crossroads for trade in proximity of Turkey's highway and railway networks. Visas are required for entry into Turkey. It is therefore strongly recommended to check with the local Turkish Embassy or Consulate before traveling (<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>). Nationals of EU member states and a limited number of nations are eligible for visas-on-arrival at international air terminals and certain border crossing points.

**Security:** The current security level in Ankara is minimal – 1. Ankara is considered a generally a safe city, where normal use of common sense and acting responsibly takes one a long way.

The public transport is safe to use. There are no direct threats towards United Nations and its staff in Turkey.

**Medical Services:** No special vaccinations are required for a travel to Ankara. Medical services available are of high quality, and health care services are available also in English.

**Housing:** Apartments and flats are easily available and generally of good condition, with well working services (gas, electricity, water). The cost of housing is reasonable, although smaller apartments and certain locations close to foreign embassies and the UN House tend to be more expensive. Some UN Volunteers opt for house sharing. Upon arrival, UN Volunteers will reside in a hotel until they find permanent housing. UNV Field Unit can provide assistance to UN Volunteers in identifying suitable housing.

**Cost of living and services:** Housing is the largest monthly expense, and the cost of living is otherwise very affordable. Daily food and products are inexpensive, as are many services.

Imported goods and many non-essential services and products tend to be more expensive. The provision of goods and services in general is very good. Local transportation ranges from buses, mini-busses called "dolmuş" to taxis, which are all affordable. The subway lines are very limited in the scope.

**Weather:** The city has a mean elevation of 938 metres. It has cold, often snowy winters due to its elevation and inland location, and hot, dry summers. Because of Ankara's high altitude and its dry summers, nightly temperatures in the summer months can be cool.

**Language:** Turkish is the only official language. English is widely spoken in touristic areas, but less commonly in Ankara. In supermarkets and shops, few Turkish words are useful. There are Turkish language schools and tutors available in Ankara

## **Duties and Responsibilities**

### **Organizational Context/Project:**

EU-MADAD funded project “Job Creation and Entrepreneurship Opportunities for Syrians under Temporary Protection and Host Communities in Turkey” aims to increase the availability of skilled, competent and productive labour supply to facilitate access to decent work for SuTP and Turkish host communities.

The incumbent will directly be involved in implementation of the mentioned project via providing expert support.

Under the direct supervision of the Project Manager, the incumbent will be responsible for supporting and assisting the achievement of the objectives and results of the project as well as successful day to day implementation of the activities under the project.

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### **Description of tasks:**

Under the direct supervision of Project Manager the national UN Volunteer will undertake the following tasks:

- Assist in implementation of the MADAD Project in coordination with IOM project team which will be implemented jointly by IOM-ILO, including but not limiting to assisting with planning, preparing, organizing, implementing and following up on the activities
- Support resource management of the project(s) via assisting procurement of services, supplies, equipment and of payments; follow up project expenditures in close coordination with the Finance Department,
- Assist in editing of relevant situation/activities donor/project reports, updates, info sheets, publications, press-releases, presentations and other information materials, analysis of statistical information for the purposes of the Program etc. in cooperation with relevant officials at IOM Turkey, project partners and other IOM missions involved
- Maintaining of regular working relations and communication on project issues with entrepreneurship related agencies and institutions, international organizations and NGOs, other project partners;
- Assist with the planning, organisation and logistical arrangement of conferences, seminars, trainings and workshops as relevant
- Fulfil internal procurement, and other administrative formalities in order to provide support to mission activities aimed at providing research, training, institutional and infrastructure capacity development to the Turkish Government institutions with entrepreneurship and migration-related mandates;
- Translate daily correspondences and project related documents, reports if requested by the team members.
- Support drafting of project interim and final reports in a timely manner, as well as other relevant information materials as required for the authorities, donors and IOM.
- Support, including from logistics perspective, organisation of seminars, trainings, press conferences and other events on issues related to entrepreneurship, job creation, migration data and research, migration and development, labour migration, remittances and migration management in Turkey;
- Support work under the LHD Program, towards contributing to : i) timeliness and quality of specific activity procurement and payments, ii) logistics of events organization (booking of tickets, premises and equipment, work of interpreters, publishing/media companies etc.); iii) recruitment and commissioning of experts, service providers and vendors; iv) monitoring of contracts' timely and qualitative execution; v) planning and organizing meetings, press-conferences, trainings, round tables, workshops, working groups sessions, information campaigns etc.;

- Perform other related duties as assigned

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

#### **Results/Expected Output:**

- On time implementation and reporting of activities assigned under the Job Creation and Entrepreneurship Opportunities for Syrians under Temporary Protection and Host Communities in Turkey
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

#### **Competencies**

The incumbent is expected to demonstrate the following competencies:

##### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

##### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

##### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

##### **Communication**

- Actively shares relevant information

- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

### **Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

## **Required Skills and Experience**

- University degree, preferably in Labour Economics and Industrial Relations, Political or Social Science, Business Administration, International Relations; Training in project management and development will be an advantage;
- Being able to travel
- Fluency in English and Turkish is required.

## **Disclaimer**

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*

*United Nations Volunteers reserves the right to select one or more candidates from this announcement. We may also retain applications and consider candidates applying to this opening for other openings with United Nations Volunteers with similar assignment description, experience and educational requirements.*

## **Conditions of Service for national UN Volunteers**

*The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.*

*Moving travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) of TRY 2,891 (amount and currency of payment) is provided monthly to cover housing, utilities and normal cost of living expenses. Well-being Differential of 15% (WBD-A) or 30% (WBD-B) of the VLA will apply, paid on a monthly basis, depending on the ICSC classification of the duty station.*

*Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as return travel of (if applicable) and resettlement allowance for satisfactory service.*