

## VACANCY NOTICE



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/2018/109</b>
Position Title:	Project Assistant
Classification:	One Year Fixed Term Contract – With possible extension (G5)
Duty Station:	Ankara- Turkey
Deadline of Applications:	<b>16 July 2018</b>
Number of Vacant Positions:	<b>1</b>

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:**

*Objective: To contribute towards sustainable provision of services and enhanced community cohesion between refugees & migrants and host communities through the development of a local integration model.*

*IOM Projects to which the Project Assistant is contributing: “Multi-sector resilience programme for Syrian refugees and the host community in Turkey” and ‘Supporting Turkey in enhancing harmonization in Turkey through online information platform and awareness raising on migration’*

*Under the overall supervision of Programme Coordinator (Migration Management) in Ankara, and the direct supervision of National Programme Officer (Integration), the incumbent will work for IOM Turkey in close cooperation with Keçiören Migrant Services Center and Directorate General for Migration Management (DGMM) to contribute towards sustainable provision of services and enhanced community cohesion between refugees & migrants and host communities through the development of a local integration model, under the ‘Multi-sector resilience programme for Syrian refugees and the host community in Turkey’ and ‘Supporting Turkey in enhancing harmonization in Turkey through online information platform and awareness raising on migration’ projects.*

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

1. Assist the project team in implementing activities of the projects “Multi-sector resilience programme for Syrian refugees and the host community in Turkey” and ‘Supporting Turkey in enhancing harmonization in Turkey through online information platform and awareness raising on migration’ and if needed support other integration related activities, projects
2. Plan, organize and make logistical arrangement of conferences, seminars, trainings and workshops as relevant,
3. Support resource management of the project(s) via assisting procurement of services, supplies, equipment and payments; follow up project expenditures in close coordination with the Finance and Procurement Department,
4. Prepare analytical notes of meetings, briefing notes, policy documents, and other materials as required
5. Draft project interim and final reports in a timely manner, as well as other relevant information materials as required for the authorities, donors and IOM.
6. Meet and liaise with the beneficiary, local and international counterparts.
7. Regularly research, follow-up, compile, analyze and share information/data on national, regional and international developments, reports, legislation and other relevant documentation on migration relevant to work of IOM Turkey, noting and highlighting noteworthy issues and proposing actions especially in the field of integration.
8. Informally translate daily correspondences and project related documents, reports.
9. Perform other duties as may be assigned.

### **Education:**

- Completed bachelor's degree in Social and/or Political Science, International Relations or a related field with three years of professional experience

### **Experience:**

- Knowledge on integration and relevant national/international policies is an asset,
- Training on project development and management is asset,
- Good familiarity with diplomatic environment,
- Good level of computer literacy,
- Experience in liaising with governmental authorities, other national / international institutions,

### **Languages:**

- Fluency in **English and Turkish** is required.

### **Required Competencies**

#### **Behavioral**

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM ( optional depending on position level)

#### **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 [iomtrjobs@iom.int](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sokak No:24 Cankaya, Ankara by the end of **16 July 2018**

Only shortlisted candidates will be contacted.