

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 Istanbul, Turkey.

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| Vacancy Notice Number: | VN#TR/2018/212 |
| Position Title: | Project Assistant |
| Classification: | 6 months Special Short Term Ungraded -with possible extension |
| Duty Station: | Ankara- Turkey |
| Deadline of Applications: | 14 December 2018 |
| Number of Vacant Positions: | 2 |
| 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:

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The 3-years EU-funded project “Supporting Turkey’s Efforts to Manage Migration” aims to support institutional and legal reform of migration management of Turkey via the following specific objectives:

- 1. Reinforcement of migration management legislative and administrative capacity in compliance with EU standards and the national legal framework.*
- 2. Strengthening the institutional capacities at local, central and international level to implement the LFIP and enhancing inter-institutional cooperation in migration management.*
- 3. Enhancement of human rights driven dialogue and cooperation with key countries of origin, transit and destination to improve understanding of migratory patterns and challenges.*

The main beneficiary of the project is Ministry of Interior, Directorate General of Migration Management (DGMM).

Under the direct supervision of the Project Manager and in close coordination with the National Project Coordinator, the incumbent will be responsible for supporting and assisting the achievement of the objectives and results of the Migration Management (MM) project, as well as successful day to day implementation of the activities of the project related to irregular migration. During the project implementation, the incumbent will work at the Combatting Irregular Migration Department of DGMM and will be located at DGMM Ankara premises.

Major Duties and Responsibilities:

1. Assist in day-to-day planning, implementation and monitoring of the project activities related to irregular migration particularly in matters related to the logistical, financial and administrative aspects of the project.

2. Prepare all logistical and administrative arrangements of project activities such as conferences, trainings, workshops, study/field visits etc.
3. Draft various project related correspondence (programs of activities; list of participants; invitation letters etc.).
4. Prepare Terms of References as well as contracts of the consultants working in the project.
5. Assist in drafting project reports such as inception, progress etc.
6. Draft minutes of the meetings whether internal or external.
7. Provide necessary assistance in collaboration and communication with the beneficiary and other stakeholders of the project
8. Provide assistance in archiving project-related files.
9. Undertake duty travel for project implementation purposes if required.
10. Perform any other tasks assigned by the supervisor.

Required Qualifications and Experience:

- University/Bachelor's degree from an accredited academic institution with three years of relevant professional experience
- Experience in project management particularly in matters related the logistical, financial and administrative aspects of the projects.
- Professional experience in area(s) related to migration is advantage.
- Professional experience in liaising with governmental authorities as well as with national and international institutions/organizations is advantage.
- Demonstrated capacity to undertake assigned responsibilities and work under pressure.

Languages:

- Fluency in **English and Turkish** is required.
- Demonstration strong oral and written communication skills in English

Required Competencies

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 or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sokak No:24 Cankaya, Ankara by the end of **14 December 2018**.

Please note that only shortlisted candidates will be contacted.