

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 Gaziantep, Turkey.

Vacancy Notice Number:	VN#TR/2018/37
Position Title:	Senior Project Assistant (Municipality Community Centres)
Classification:	6 months Special Short Term Graded Contract –with possible extension (G5)
Duty Station:	Gaziantep - Turkey
Number of People to be Hired:	1
Deadline of Applications:	24 April 2018

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 Senior Programme /Coordinator for Refugee Response, and direct supervision of the Project Officer in charge of the Ensar Community Centre, the incumbent will be responsible in providing administrative and finance support in project implementation regarding the centre in coordination with the Gaziantep Metropolitan Municipality.

Major Duties and Responsibilities:

1. Support the administrative and financial aspects of the community center run in coordination with the Gaziantep Metropolitan Municipality in compliance to IOM procedures and standards.
2. Follow-up with time-sheets, calculate and prepare monthly payments for volunteers and IOM consultants of the Community Center.
3. Be in close coordination with finance, HR, and procurement departments and make sure all activities are in line with respective policies.
4. Prepare purchase requests for the community center needs in coordination with the project manager and follow-up with the requests to ensure timely delivery.
5. Ensure all official documents such as agreements, and Deed of Donations are created and signed in a timely manner.
6. Support the project manager and consultants in arranging logistics and organizing trainings and activities for the community center.
7. Support donor or other official visits to the community center to ensure orderliness and optimal visibility of project benefits.
8. Follow-up with the consultants working in the center on a weekly and monthly basis regarding the timeliness and quality of the weekly report, monthly report and data collection.
9. Support the Public Information Unit by informing them in advance about activities, events and visits held at the Community Center.
10. Following-up with budget expenditure, keeping a list of all expenses and Purchase requests made.

11. Perform such other duties as may be assign.

Required Qualifications and Experience:

Education:

- University degree in Social Science, Humanitarian Assistance, Development Studies or a related field from an accredited academic institution, with four years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with six years of relevant professional experience.

Experience:

- Experience in the field of humanitarian assistance and development;
- Good knowledge of International Organizations, UN and NGO mandates and programmes in the area of humanitarian assistance, post-conflict, migration, and development;
- Experience working with Government counterparts, UN agencies and/or non-governmental organizations is considered an asset;
Experience working in the South East Turkey is an advantage.

Languages:

- Fluent English speaker
- Turkish and Arabic is advantageous

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

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 **24 April 2018**.

Please note that only shortlisted candidates will be contacted.