

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 Gaziantep, Turkey.

Vacancy Notice Number:	VN#TR/2018/103
Position Title:	Project Assistant (Education)
Duty Station:	Gaziantep-Turkey
Classification:	6 months Special Short Term Graded Contract –with possible extension (G4)
Deadline of Applications:	29 June 2018
Number of People to be hired	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:

The Syria crisis is entering its fifth year and millions of Syrians continue to seek refuge in neighboring countries including Turkey. It is estimated that over 12.2 million individuals inside Syria now require humanitarian assistance and 7.6 million are internally displaced (SRP 2015-2016). Over 4 million Syrians have fled as refugees (UNHCR).

As of March 2016, Turkey is hosting over 2,7 million¹ Syrian refugees. 260,000 reside in 25 camps (almost 10% of the total Syrian refugees) across South East Turkey and the remaining live outside of camps. Of the 2.44 million living outside of camps, the majority are spread across Turkey, with the majority residing in the border provinces, Sanliurfa, Hatay as well as Istanbul, Mersin, and Adana.

In October 2014, the Government of Turkey adapted the Temporary Protection (TP) Regulation that extends protection and assistance to all Syrians in Turkey and provides refugees with rights and duties and the framework to access health care, education, and social assistance.

IOM's strategy for Turkey as indicated in the 3RP (Regional Refugee and Resilience Plan) is two-pronged; firstly, i) provision of humanitarian assistance focusing on the distribution of food, non-food items, cash vouchers, winterization and provision of transportation and ii) to ease the burden on national and local structures through the establishment of multi-service community centers offering protection and social stabilization for the refugees as well as increase access to education.

Under the overall supervision of the Senior Programme Coordinator (Refugee Response) and direct supervision of the National Project Officer (MA&MM), the incumbent will be responsible in providing support in school transportation, food kitchen and assist in the livelihoods activities in South East Turkey.

Major Duties and Responsibilities:

1. Work alongside the Senior Education Assistant and in close coordination with the Education Program Staff, MoNE, local authorities and other stakeholders, to organize and monitor IOM's school transportation activities.

2. Regular monitoring and reporting of the transportation of school children project. Including monitoring of the service providers adherence to IOM's rules, procedures and the laws related to school transportation and traffic codes.
3. Regular on-site monitoring of e-card usage, and bus arrival and departure in schools to ensure rules and policies are being followed, and provide the feedback back to the program staff.
4. Calculate monthly payments for bus services according to working days, and keep updated on contract start and finish dates.
5. Prepare monthly invoices and send to Gaziantep office.
6. Be in close contact with and support the school management where transportation is happening, and relay any feedback or complaints to the Education Program staff in Gaziantep.
7. Provide guidance for cooperating partners (schools and bus companies) on IOM practices, and policies in order to support them with proper implementation.
8. Scope potential new areas where there are transportation needs, looking at all available options (eg. bus ticketing, prioritizing transportation for only certain families etc) and education needs.
9. Support in the collation and analysis of data relevant to the achievement of program objectives (conducting surveys, assessments, focus group discussions etc).
10. Keep up to date data and maintain files of number of children, drivers and bus escort backgrounds, number of school buses etc.
11. Prepare and submit field and progress reports including recommendations for improvement of project implementation.
12. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Sociology, Economics, International Relations or a related field from an accredited academic institution, with two years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with four years of relevant professional experience

Experience:

- Knowledge in conducting assessments, distributions, surveys and focus group discussions;
- Experience in school transportation and food kitchen related project;
- Knowledge of the Syrian conflict and its impact on the affected population;
- Good level of computer literacy;
- Proven ability to draft reports clearly and concisely;
- Experience in humanitarian and emergency assistance;
- Working experience in the region is an asset.

Languages:

- Fluency in **English** and **Turkish** is required.
- Knowledge of **Arabic** is an advantage.

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with clients 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.

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 to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehî Kurbanî Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **29 June 2018**.

Please note that only shortlisted candidates will be contacted.