

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/2018/169
Position Title:	Project Assistant (Protection)
Duty Station:	Gaziantep-Turkey
Classification:	6 months Special Short Term Graded Contract –with possible extension (G5)
Deadline of Applications:	16 October 2018
Number of People to be hired	1
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:

During 2017 and 2018 the humanitarian situation across large parts of Syria has continued to deteriorate, particularly in the north-western governorates of Aleppo and Idlib. This is characterized by poor access to basic life-saving commodities and services, large scale displacements, increasing vulnerabilities of population in need, damages to key infrastructures and restricted movement of goods and people, with large swathes of NW Syria not being accessible to humanitarian actors. The 2018 Humanitarian Needs Overview (HNO) estimates that 13.1 million people inside Syria live in dire conditions and require humanitarian assistance; 5.6 million of whom face acute humanitarian needs. The operational constraints for humanitarian actors remain significant, with regulatory challenges and limited access to affected populations and the communities most in need of assistance.

As outlined in the HNO 2018, civilians in Syria continue to face an ongoing protection crisis. Amid active hostilities in many parts of the country, high levels of civilian casualties continue to be reported and point to violations of international humanitarian law (IHL) and international human rights law (IHRL). Needs of affected populations are exacerbated by risk factors such as the lack/loss of civil documentation, loss or damage of housing, lands and properties (HLP) and HLP documentation, and effective legal support. Other key protection concern include child labour preventing school attendance, early marriage, HLP issues, explosive hazards, domestic violence, family separation, economic exploitation, child recruitment, sexual violence, kidnapping/abduction, and sexual harassment. The protection assistant will provide support to the IOM cross-border protection team, which along with selected local implementation partners is providing wide-ranged stand-alone (ad hoc) protection projects in Northwest Syria (Aleppo and Idlib Governorate), including support to survivors of Gender Based Violence, provision of Child Protection, Mental Health and Psychosocial Support services, Protection Monitoring, Civil Status Documentation and Housing, Land and Property (HLP) support, Counter Trafficking, Family Tracing and Reunification (FTR) and Mine Action activities (risk education and victim assistance).

Under the overall supervision of the Cross-border Coordinator and direct supervision of the national Protection Officer, the incumbent will be responsible for the day to day support to the activities of IOM's cross border protection team, to follow up on protection cases and mainstreaming protection activities internally, liaison with the implementing partners for projects' related activities, capacity building and reporting.

Major Duties and Responsibilities:

1. Provide timely support to the cross-border protection unit in the delivery of protection projects and activities.
2. Provide administrative support in the project implementation including filing, preparing purchase and payment requests, following up of delivery and progress of activities and performing other financial activities in coordination with procurement and resource management unit.

3. Coordinate with implementing partners on the drafting of the service agreement, planning activities and submission of weekly, monthly and quarterly reports in timely manner.
4. Track capacity building records for IOM and implementing partners (IPs) project staff, and coordinate meetings and appointments with the implementing partners (IPs), including preparation of agenda and minute taking.
5. Attend protection, protection from sexual exploitation and abuse (PSEA), and gender workshops.
6. Conduct ongoing trend analysis on issues that may impact the protection environment in NW Syria, understand and identify the needs and the capacities of the persons of concern and advise the protection team and the Implementing partners accordingly, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities and marginalized groups.
7. Attend cluster and other protection related meetings and/or fora as required and if necessary.
8. Draft purchase requisition (PR) and follow up with procurement and finance units, and assist in planning and monitoring of programmes and budgets.
9. Follow up closely with the case management team in issues related to protection and family reunification.
10. Prepare and draft correspondences within the protection programme.
11. Conduct presentation management and training sessions to IOM staff and the implementing partner staff in close coordination with the national protection officer.
12. Organize and arrange safe-keeping of files such as implementing partners' agreements, individual cases, and arrange data in excel sheets to retrieve numbers for reporting.
13. Assist the PSEA coordinator if and when needed.
14. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Political Science, International Relations, Sociology, Law, Social Science or a related field from an accredited academic institution, with three years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with five years of relevant professional experience.

Experience:

- Experience in the field of migration, IDP (Internally Displaced Person) and protection (including specific knowledge of GBV, Child Protection, PSS, and Human Trafficking);
- Experience in emergency operations and liaison with other UN and non-UN humanitarian actors;
- Understanding of complex social-political environments;
- Knowledge of the Syrian conflict and its impact on the affected population;

Languages:

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

Required Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioral indicators *level 1*

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies¹ – behavioral indicators *level 1*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.
- 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 Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **16 October 2018**.

Please note that only shortlisted candidates will be contacted.

¹ As applicable.