

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/2018/175
Position Title:	Project Assistant (PSEA Outreach)
Duty Station:	Gaziantep-Turkey
Classification:	6 months Special Short Term Graded Contract (G5)–with possible extension
Deadline of Applications:	22 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:

Under the overall supervision of the PSEA (WoS) Coordinator and the direct supervision of the PSEA Coordinator – Hub Level and in close coordination with the Syria Crisis Coordinator (L3) based in Geneva, the incumbent will support the implementation of the prevention of sexual exploitation and abuse (PSEA) Action Plan and the UN’s Zero Tolerance Policy on SEA in the Turkey-based cross-border response to the Syria crisis. The incumbent will carry out outreach work to members of the PSEA inter-agency Network and other humanitarian organizations involved in the cross-border operation. S/he will be working closely with PSEA Network Focal Persons and other stakeholders to support inter-agency coordination in Community-Based Complaint Mechanisms.

Major Duties and Responsibilities:

1. Under the leadership of the PSEA Coordinator, support the process of establishing and sustaining an inter-agency community-based complaint mechanism for the Turkey-based cross-border response for the Syria crisis.
2. Support the organizing of monthly PSEA Focal Persons’ meetings.
3. Undertake outreach on the PSEA programme to Syrian humanitarian actors and other NGOs with interventions in the Turkey-based cross-border response on thematic areas and evolving areas including to encourage their participation at and collaboration with the inter-agency PSEA Network and provide written reports.
4. Constantly identify PSEA knowledge and programmatic best practices and gaps among humanitarian actors and recommend ways to replicate, mitigate and address gaps.
5. Support the development of common messaging on PSEA, facilitate the translation of awareness materials into Arabic, and coordinate feedback on the Arabic translations.
6. With support from the PSEA Coordinator, respond to the needs of the cross-border humanitarian actors on PSEA, including by updating the shared drive/folders with useful context specific tools, training and awareness materials, including in Arabic.
7. Maintain and regularly update the PSEA focal persons’ database and record attendance at PSEA focal persons’ meeting and other activities.

8. In collaboration with the PSEA coordinator, organize thematic assessments and fact finding among humanitarian actors and when feasible with affected communities including through focus group discussions to inform the PSEA program.
9. Assist in preparing awareness-raising materials for staff training workshops and sensitization sessions, and for use in beneficiary communities.
10. Assist in administrative and logistical duties as required, including ensuring locations for PSEA meetings and outreach activities are organised and have all the required equipment and materials.
11. Be part of the IOM PSEA focal persons secretariat and support the development and implementation of IOM Turkey internal PSEA activities.
12. Perform 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 three years of relevant professional experience; or
- Completed High school from an accredited academic institution, with five years of relevant professional experience.

Experience:

- Experience in humanitarian and emergency assistance;
- Proven experience working with beneficiaries, humanitarian organizations, and other stakeholders;
- Proven experience in various activities and topics for community based protection interventions;
- Proven experience in PSEA work,
- Knowledge of the Syria Humanitarian context.

Languages:

- Fluency in **English** and **Arabic** is required.
- Knowledge of **Turkish** and **Kurdish** is advantageous.

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 **22 October 2018**.

Please note that only shortlisted candidates will be contacted.

¹ As applicable.