

## 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 Hatay, Turkey.

Vacancy Notice Number:	<b>VN#TR/2018/218</b>
Position Title:	<b>Senior Project Assistant</b>
Duty Station:	Gaziantep, Turkey
Classification:	6 months Special Short Term (G7)– with possible extension
Deadline of Applications:	<b>16 December 2018</b>
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 Head of Sub Office and the direct supervision of the Programme Coordinator, the incumbent will provide specialized support in reporting, analysis and presentation of information and data in line with IOM policies, standards and commitments.*

### **Major Duties and Responsibilities:**

1. Remotely coordinate, monitor and supervise day-to-day activities.
2. Prepare statistical and activity reports.
3. Support the research and reporting team with visualization and graphs designing.
4. Design and produce the needed input/output forms, reports, updates and other documentation.
5. Provide in specialized assistance in reporting, analysis and presentation of information and data using different information products such as Power BI, Microsoft Power Point, online maps etc.
6. Act as the focal point for communication with the field teams, and coordinate with other cross border response programs in monitoring visits related activities.
7. Verifying data received from the field and filling and maintaining data and information organized.
8. Prepare training materials for the implementing partners together with the Programme Coordinator and IM Officer.
9. Organize and deliver trainings for partners and field staff (face to face and remote) partners.
10. Act as the focal point for logistics and planning of trainings. Participate in the delivering of trainings including simultaneous or consecutive translation.
11. Liaise with relevant colleagues such as the Programme Coordinator and the Reporting Unit to ensure sufficient information and details are collected for the narrative reports and flash updates.
12. Respond timely to ad hoc requests for information, statistics, and reports from other IOM Units.
13. Support the preparations of thematic surveys/assessments and support the field teams while these surveys are being rolled out in the field.
14. Develop other products such as Flash Updates and monthly reports as needed.

15. Review datasets to identify other key findings that can be included in regular reports.
16. Support in translation of documents and data from Database Systems from/to English from/to Arabic if required.
17. Perform such other duties as may be assigned.

### **Required Qualifications:**

#### **Education:**

- University Degree in Communications, Social Science, Computer Science, Information Technology or a related field from an accredited academic institution, with five years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with seven years of relevant professional experience;

#### **Experience:**

- Proven ability to manage and coordinate teams remotely and to prepare clear and concise reports, and assessment tools.
- Experience using computer programs and databases (e.g. Microsoft Excel, Microsoft Word, Microsoft Access, and other enterprise database system)
- Experience in information management, preferably in conflict situations;
- Knowledge about the situation in Syria and historical background about the country;
- Previous experience working with an International Organization, UN agencies or NGOs;
- Proven ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds;
- Proven ability to work under stressful conditions.

#### **Languages:**

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

### **Required Competencies**

The incumbent is expected to demonstrate the following values and competencies:

#### **Values**

- **Inclusion and respect for diversity:**  
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
  - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
  - Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
  - Challenges prejudice, biases and intolerance in the workplace.
- **Integrity and transparency:**  
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
  - Delivers on commitments; manages the organization's resources reliably and sustainably.

- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

- **Professionalism:**

Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.

- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

### **Core Competencies – behavioural indicators *level 1***

- **Teamwork:** Establishes strong relationships with colleagues and partners; relates well to people at all levels.
  - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
  - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
  - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- **Delivering Results:**
  - Produces quality results and provides quality services to clients.
  - Meets goals and timelines for delivery of products or services.
  - Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
  - Shows understanding of own role and responsibilities in relation to expected results.
- **Managing and sharing knowledge:**
  - Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
  - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
  - Puts new learning into practice and draws on diverse sources of ideas and inspiration.
  - Contributes to the identification of improvements to work processes and assists in implementing them.
- **Accountability:**
  - Accepts personal responsibility for quality and timeliness of work.
  - Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
  - Operates in compliance with organizational regulations and rules.
  - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- **Communication:**
  - Presents information using language and sequence of ideas that is easy for recipients to understand.
  - Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
  - Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
  - Listens carefully and genuinely to the views and positions of others; acts on received information.

**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](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **16 December 2018**.

Please note that only shortlisted candidates will be contacted.