

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/2018/55
Position Title:	Project Assistant (Case Management)
Duty Station:	Gaziantep-Turkey
Classification:	6 Months SST Graded Contract (G4) – with possible extension
Deadline of Applications:	22 May 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 seventh year and millions of Syrians continue to seek refuge in neighbouring 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 1 April 2018, Turkey is hosting over 3.5 million Syrian refugees. Over 225,000 reside in 25 camps (over 9% of the total Syrian refugees) across South East Turkey and the remaining live outside of camps (around 91%). Of those residing outside of camps spread across Turkey, 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 three-pronged; firstly, i) provision of humanitarian assistance focusing on the distribution of food, non-food items, cash vouchers, winterization and provision of transportation, ii) to ease the burden on national and local structures through the establishment of multi-service community centres offering protection and social stabilization for the refugees as well as increase access to education and iii) supporting the resilience of refugees and host communities through livelihoods, community stabilisation and income generating activities.

Under the overall supervision of the Protection Officer and direct supervision of the National Protection Officer, the incumbent will support in the implementation of the Emergency Case Management Project.

Major Duties and Responsibilities:

1. Follow up vulnerable individuals or households with special needs preparing the required response or referring to relevant authorities or organisations.
2. Support the ECM team to follow up on referrals to the project.
3. Support the ECM team to respond to the needs of referred cases, as per the criteria and guidelines of the case management fund.

4. Support identification procedures and participate in assessment of beneficiaries who have urgent needs that are under IOM's Emergency Case Management considerations.
5. Support ECM team in daily task with regards to logistics, finance and administration tasks.
6. Communicate with the beneficiaries directly during the case management cycle to provide timely response.
7. Translate the supporting documents shared in Arabic and act as an interpreter when required.
8. Follow up the cases which have been provided assistance.
9. Work closely with field teams on referrals of individuals and households for assistance, undertaking field visits to follow up on referred cases as required.
10. Maintain positive relations with local authorities meeting with them regularly to explain the project objectives and how to improve referrals.
11. Assist the team during visits to service providers such as the relevant Bar associations/health clinics/community centre's as required to coordinate cases requiring referral and assistance from local/NGO services providers.
12. Support the Emergency Case Management with other tasks as and when required, undertaking visits to the field.
13. Support the ECM team for case response through the RedRose system for internal referrals from M&E unit and follow-up on cases accordingly to case closure.
14. Perform such other duties as may be assigned

Required Qualifications:

Education:

- University degree in International Relations, Sociology, Political Sciences, 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:

- Experience and knowledge of protection principles and the Temporary Protection regime;
- Proven experience working with refugees, partners and local authorities;
- Advanced level of computer literacy and proficiency in excel;
- Previous experience in Case Management in the Syrian Crisis response is highly desirable;
- Knowledge of international protection principles is an advantage.

Languages:

- Fluency in **English, Turkish and Arabic** is required.

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 Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **22 May 2018**.

Please note that only shortlisted candidates will be contacted.