

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 Şanlıurfa, Turkey.

Vacancy Notice Number:	VN#TR/2018/58
Position Title:	Cleaner
Duty Station:	Şanlıurfa-Turkey
Classification:	6 months Special Short Term Ungraded Contract – with possible extension
Deadline of Applications:	24 May 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 Head of Sub-Office of Sanlıurfa and direct supervision of the Logistics and Administrative Assistant, the incumbent candidate will be responsible in paying attention and ensuring hygienic standard of sanitary facilities at all the times.

Major Duties and Responsibilities:

1. Clean and tidy the office, kitchen, corridors, toilets, and meeting rooms at all the times.
2. Report on the stock status of toilet rolls, soaps, washing liquid etc.
3. Prepare and ensuring that tea, coffee, water and refreshments are served and provided to the staff members, guests during official meetings.
4. Assist in the loading, unloading and movement of furniture, equipment and cargo office supplies.
5. Purchase all the necessary supplies and materials as required.
4. Assist in providing general logistics and procurement support to the office.
6. Execute the small repairs in the office and perform necessary maintenance procedures.
7. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- Primary education; secondary education desirable

Experience:

- Previous experience working in the field of sanitary services is an advantage;
- Consistently approaches work with energy and a positive and constructive attitude;
- Proven ability to responds positively to critical feedback.

Languages:

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

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 **24 May 2018**.

Please note that only shortlisted candidates will be contacted.