

## 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:	<b>VN#TR/2018/97</b>
Position Title:	<b>Project Assistant (Social Work)</b>
Duty Station:	Gaziantep-Turkey
Classification:	6 months Special Short Term Graded Contract –with possible extension (G5)
Deadline of Applications:	<b>27 June 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 Protection Officer and the direct supervision of National Officer (Protection Psychosocial Support) and in close coordination with Mobile PSS Team Leader, the incumbent will be responsible in providing basic psychosocial support to the affected populations by utilizing their expertise in line with IOM's MHPSS Guidance Note. Also, the Project Assistant will provide technical support to psychosocial animators in terms of activity planning and implementation. S/he will be organizing awareness raising and information sessions. Finally, s/he will be following up individual cases in coordination with the Mobile PSS Team and Emergency Case Management Unit.*

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

1. Provide basic social support to the Syrian displaced population including awareness raising on rights, access to services, regulations and other topics as requested by communities.
2. Provide psychosocial first aid to the affected population in case of sudden/on-going emergency
3. Identify cases that require specialized assistance and refer to IOM's humanitarian and/or early recovery activities or to appropriate organizations or government authorities for assistance.
4. Identify the families/individual needs through family visits and focus groups and refer as required. Provide case management as required in coordination with the Case Management team.
5. According to identified crucial needs in villages and in consultation with Key persons, he/she will organize thematic groups of discussions in the targeted villages.
6. Provide technical guidance to psychosocial animators and outreach assistants in structuring and implementation of animation and discussion sessions; provide support in reporting of such activities in coordination with the team leader.
7. Coordinate with the team members as to referring cases for integration within the psychosocial animation groups.
8. Prepare materials needed for family support sessions, recreational and rights based activities for children, community mobilization, awareness sessions and informal education activities.
9. Prepare reports on the sessions conducted and map existing needs.
10. Organize support groups and forums for the Syrian displaced population and host communities as required.
11. Raise awareness on the services that will be provided by IOM mobile PSS team and the dates of the visits.
12. Perform such other duties as may be assigned.

## **Required Qualifications:**

### **Education:**

- University degree in social work, sociology, psychology or in 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 social work, community outreach activities, volunteerism, or other emergency related programming.

### **Languages:**

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

## **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](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **27 June 2018**.

Please note that only shortlisted candidates will be contacted.