CALL FOR CV

The International Organization for Migration is seeking qualified Turkish Nationals for the following position based in Adana, Turkey.

<table>
<thead>
<tr>
<th>Vacancy Notice Number:</th>
<th>SVN#TR/2019/241</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>On-Call Translator (Persian)</td>
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<td>Duty Station:</td>
<td>Adana – Turkey</td>
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<td>Deadline of Applications:</td>
<td>09 December 2019</td>
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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 National Project Officer (MA&MM) and direct supervision of the Project Field Coordinator in Adana, the incumbent will be responsible in providing support in project implementation and reporting on the above-mentioned project’s component on Municipality Center in Adana.*

**Major Duties and Responsibilities:**

1. Assist Adana Municipality Migrant Coordination and Harmonization Center’s (hereafter Center) project team in translation services during activity implementation.

2. Assist with the planning, organization, dissemination and announcement of services and activities if required.

3. Accompany and provide translation services to the beneficiaries and project team in activities both inside and outside of the Center in coordination with the project team.

4. Accompany and provide translation services to the beneficiaries and project team in activities for counselling services, educational and social activities, child-care room activities and awareness sessions.

5. Act as a mediator among the host community and refugees and migrants.

6. Assist the project team during the activities on collecting attendance information from the participants of the activities and event/service photos.

7. Submit reports, and accurate collection of data of beneficiaries for the days that on-call assignment is in place.

8. Perform other duties as may be assigned.

**Required Qualifications:**

**Education & Experience:**

- University degree in Communication, Business Administration 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.
• Excellent command in Turkish and Persian Language is required. Arabic or other languages are an asset.
• Proven analytical, interpersonal and organizational skills;
• Proven good level of computer literacy;
• Proven experience in translation service using Persian language;
• Experience in liaising with migrant communities and vulnerable groups;
• Proven good communication, analytical and mediation skills.

Languages:
• Thorough knowledge of Turkish and Persian is required.
• Knowledge of Arabic, Pashto, Urdu or other languages 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.

1 As applicable.
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 and the city applied for in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbani Akboga Sok. No:24  06610, Çankaya, Ankara Turkey by the end of **09 December 2019**.

**Please note that only shortlisted candidates will be contacted.**