

VACANCY NOTICE



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 Ankara, Turkey.

Vacancy Notice Number:	VN#TR/2019/34
Position Title:	Project Assistant (MPA)
Classification:	One Year Fixed Term Contract -with possible extension (G6)
Duty Station:	Ankara- Turkey
Deadline of Applications:	7 March 2019
Number of Vacant Positions:	1

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 MPA Programme Manager and the direct supervision of the National MPA Officer in Ankara, Turkey, the incumbent will be responsible for providing support to the MPA activities of the mission.

Major Duties and Responsibilities:

1. Support in the implementation of projects in the Migrant Protection and Assistance Division (MPA), which can include, but is not limited to, tasks ranging from planning and organizing workshops, meeting and conferences, implementation of visibility campaigns, facilitating donor visits, conducting monitoring, etc.
2. In coordination with the supervisor, assist in the expansion and strengthening of partnerships as well as liaison with relevant partners, such as national government counterparts, implementing partners, civil society groups, national and international organizations, UN agencies and private sector entities on issues relating to MPA and migrant children in particular.
3. Support the MPA Programme Manager and National Officer in project development, implementation and monitoring initiatives in the areas of MPA and assistance to vulnerable migrants, with specific focus on migrant children.
4. Support the implementation of projects relating to protection of vulnerable migrants, including migrant children, particularly the UN Joint Programme on combating child, early and forced marriage.
5. Support implementation and monitoring of day-to-day activities and administrative and financial processes of the project(s); report regularly on the challenges and progress recorded in realization of activities;

6. Coordinate with relevant departments and IOM Gaziantep Refugee Response team to ensure the coordinated and effective implementation of the UN Joint Program on combating child, early and forced marriage.
7. Participate in meetings, conferences and other events, conducted by or with government counterparts, United Nations agencies or other national/international actors. Deliver presentations and assist in the organization of events such as capacity building workshops and roundtables, as required.
8. Provide support to the Assisted Voluntary Return and Reintegration (AVRR) program in Turkey as necessary, including provision of specific return counseling services and extensive information on return options; organizing and facilitating journeys home in co-operation with relevant Turkish governmental authorities as necessary; and provision of special support to vulnerable migrants.
9. Research, compile and present information for public information activities, including for social media. Prepare input for statistical analysis, narrative reports and communication materials, as required.
10. Perform general administrative duties.
11. Undertake duty travel within Turkey as well as abroad as required.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education and Experience:

- Having bachelor's degree in a relevant field,
- Four years of experience in relevant field,
- Willingness and ability to travel,
- Good familiarity with diplomatic environment
- Proven analytical, interpersonal and organizational skills
- Good level of computer literacy.
- Experience in liaising with governmental authorities, other national / international institutions
- Experience working in the region an advantage.

Languages:

- Fluency in **Turkish and English** is required.
- **Pashto, Dari, and/or Urdu** would be a distinct advantage.

Technical:

- Delivers on set objectives in hardship situations
- Effectively coordinates actions with other implementing partners
- Works effectively with local authorities, stakeholders, beneficiaries and the broader community to advance country office objectives

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 2*
- Teamwork:
 - Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
 - Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
 - Shares credit for team accomplishments and ensures that the contribution of others is recognized.
 - Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.
- Delivering results:
 - Produces high-quality results and workable solutions that meet clients' needs.
 - Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
 - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
 - Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.
- Managing and sharing knowledge:
 - Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
 - Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
 - Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.

- Contributes to an environment that is conducive to innovation and learning.
- Accountability:
 - Proactively seeks responsibility in delivering towards the goals of the Organization.
 - Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
 - Stands by the actions of team or department, publicly accepting ownership.
 - Takes responsibility of own shortcomings and those of the work unit, where applicable
- Communication:
 - Speaks and writes clearly and effectively.
 - Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
 - Listens and seeks to understand without bias, and responds appropriately.
 - Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

Managerial Competencies¹ – behavioural indicators *level 2*

- Leadership:
 - Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
 - Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
 - Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
 - Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.
- Empowering others and building trust:
 - Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
 - Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
 - Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
 - Gives proper credit to others, shows appreciation and rewards achievement and effort.
- Strategic thinking and vision:
 - Aligns own actions to the Organization's vision, values and mandate.
 - Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
 - Identifies key issues/priorities in complex situations and how they may be related to one another.
 - Clearly communicates links between the Organization's strategy and the work unit's goals.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

¹ As applicable.

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 iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sokak No:24 Cankaya, Ankara by the end of **7 March 2019**.

Please note that only shortlisted candidates will be contacted.