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 Gaziantep, Turkey.

<table>
<thead>
<tr>
<th>Vacancy Notice Number:</th>
<th>SVN#TR/2019/184</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Emergency Operations Assistant – re-advertised</td>
</tr>
<tr>
<td>Classification:</td>
<td>6 months Special Short Term Graded Contract -with possible extension (G5)</td>
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<td>Duty Station:</td>
<td>Gaziantep - Turkey</td>
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<td>Deadline of Applications:</td>
<td>26 September 2019</td>
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<tr>
<td>Number of Vacant Positions:</td>
<td>1</td>
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</tbody>
</table>

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:

IOM is the only international inter-governmental agency with a specific mandate for migration and is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing technical expertise to governments, migrants and host communities through a wide range of sustainable solutions contributing to end forced migration and/or improve displacement conditions. IOM also has a leading role in the Camp Coordination and Camp Management (CCCM) Cluster, participates in coordinated humanitarian responses, and engages in inter-agency collaboration to meet the needs of affected-persons and contribute to their protection.

As a member of the UN Humanitarian Country Team in Syria and all concerned neighbouring countries (Jordan, Lebanon, Iraq, and Turkey), the IOM Director General has activated the L3 Emergency SOPs to enhance organizational humanitarian assistance and priorities related to IDPs, refugees and returnees, and is actively participating in the emergency response within this rapidly changing humanitarian context. Security Council Resolution 2449 will supersede earlier adopted SCR 2191 and 2165, allowing UN and its partners to provide cross border assistance from Turkey to Northern Syria in 2019.

Per HNAP Demographic Survey (July 2018), over 6 million individuals (31% of Syria’s total population) are internally displaced persons (IDPs). Approximately 32% of Syrian IDPs are currently residing in Aleppo (18% of total IDP population) and Idleb governorate (14% of total IDP population). The first half of 2018 was marked by significant military operations by the Government of Syria, and changes in control of large parts of Syria, which resulted in displacements from previously besieged enclaves and opposition-held areas (such as Eastern Ghouta, Northern Homs, Dara’a, and Q’neitra) to the remaining de-escalation zone in Northwest Syria. These additional IDPs put strain on already overstretched IDP hosting capacity in these areas.

Under the overall supervision of the Emergency response Officer and the direct supervision of the Operations Team Leader, the incumbent will provide support related to operational activities in the emergency response under the Cross - border operations inside Syria to ensure and promote compliance to the IOM Standard Operating Procedures and Policies and guidelines

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**Major Duties and Responsibilities:**

1. Assist in the implementation of project activities and contractual obligations including planning, coordinating, mobilizing implementing partners, distributing of Non-Food Items (NFI), emergency shelter and other related humanitarian response in the cross border operations.

2. Provide administrative support in the project implementation including filing, preparing purchase and payment requests, following up of delivery and status of goods and performing other financial activities in coordination with procurement and resource management unit.

3. Coordinate with the implementing partners on the drafting of the service agreements, planning for the delivery of items (NFI, Shelter, etc.) determining actual distribution costs, submission of documentations (distribution plan, good receipts, waybill etc.) and ensure delivery of logistics requirements.

4. Carry out regular field visits to monitor and follow through the transhipment process at the government designated borders and ensure proper, accurate, timely delivery and handover of items to the selected implementing partners operating inside Syria.

5. Coordinate with partners and authorities including logistics cluster hubs for the delivery/shipment plan, acquiring of transport slots, booking of trucks.

6. Maintain communication with Turkish Authorities and customs brokers to ensure timely access of goods and be able to report delays and schedule transshipment.

7. Support the coordination activities with the humanitarian clusters (NFI, shelter, logistics, CCCM) and other coordination mechanisms such as cluster organized review board.

8. Provide support to ensure internal coordination between the operations, logistics and warehouse including regular check of the stocks availability, following up delivery schedules and share relevant information (ie. IP delivery plan, types of trucks, name of IPs, etc.)

9. Maintain regular communication with the implementing partners inside Syria and to logistics and transport companies.
10. Gather data from the field related to needs assessments, distributions and evaluations and maintain database accurately and in a timely manner. Maintain the database and conduct basic data analysis.

11. Ensure that all correspondence and operations are following the UNDSS rules and procedures, IOM standards of Conduct and Confidentiality Agreement.

12. Perform such other duties as may be required.

**Required Qualifications and Experience:**

**Education and Experience:**

- University degree in Management, Social Science, Humanitarian Assistance or 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 in humanitarian response or in the delivery of emergency humanitarian support including transport;
- Experience in the field of migration issues, project design and implementation;
- Familiarity with administrative management;
- Extensive work experience in challenging environments and operational activities in a post-conflict area required;
- Experience in liaising with local, regional and international counterparts and humanitarian partners needed;
- Experience working in an International Organization is an advantage.

**Languages:**

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

**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 1**

• **Teamwork:** Establishes strong relationships with colleagues and partners; relates well to people at all levels.
  • Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
  • Willingly puts in extra effort without being asked and adopts a “hands-on” approach whenever necessary to achieve team objectives.
  • Coordinates own work with that of the team to meet agreed priorities and deadlines.

• **Delivering Results:**
  • Produces quality results and provides quality services to clients.
  • Meets goals and timelines for delivery of products or services.
  • Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
  • Shows understanding of own role and responsibilities in relation to expected results.

• **Managing and sharing knowledge:**
  • Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
  • Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
  • Puts new learning into practice and draws on diverse sources of ideas and inspiration.
  • Contributes to the identification of improvements to work processes and assists in implementing them.

• **Accountability:**
  • Accepts personal responsibility for quality and timeliness of work.
  • Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
  • Operates in compliance with organizational regulations and rules.
  • Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

• **Communication:**
  • Presents information using language and sequence of ideas that is easy for recipients to understand.
  • Adapts communication to the recipient’s needs, asks questions to clarify, and exhibits interest in having two-way communication.
  • Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
  • Listens carefully and genuinely to the views and positions of others; acts on received information.

**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 iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbani Akboga Sokak No:24 Cankaya, Ankara by the end of 26 September 2019.

Please note that only shortlisted candidates will be contacted.