

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:	SVN#TR/2021/162
Position Title:	Project Assistant (Recovery and Stabilization) re-advertised
Duty Station:	Gaziantep – Turkey
Classification:	5 months Special Short Term Graded Contract (G4)– with possible extension
Deadline of Applications:	2 February 2022
Number of People to be hired	1
Eligibility:	Internal & 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:

The Syria crisis is entering its fifth year and millions of Syrians continue to seek refuge in neighbouring countries including Turkey. It is estimated that over 12.2 million individuals inside Syria now require humanitarian assistance and 7.6 million are internally displaced (SRP 2015-2016). Over 4 million Syrians have fled as refugees (UNHCR).

As of 01 May 2016, Turkey is hosting over 2,7 million Syrian refugees. Over 260,000 reside in 25 camps (over 9% of the total Syrian refugees) across South East Turkey and the remaining live outside of camps (around 91%). Of the 2.5 million living outside of camps, the majority are spread across Turkey, with the majority residing in the border provinces, Sanliurfa, Hatay as well as Istanbul, Mersin, and Adana.

In October 2014, the Government of Turkey adapted the Temporary Protection (TP) Regulation that extends protection and assistance to all Syrians in Turkey and provides refugees with rights and duties and the framework to access health care, education, and social assistance.

IOM's strategy for Turkey as indicated in the 3RP (Regional Refugee and Resilience Plan) is three-pronged; firstly, i) provision of humanitarian assistance focusing on the distribution of food, non-food items, cash vouchers, winterization and provision of transportation, ii) to ease the burden on national and local structures through the establishment of multi-service community centers offering protection and social stabilization for the refugees as well as increase access to education and iii) supporting the resilience of refugees and host communities through livelihoods, community stabilization, shelter and income generating activities.

Under the overall supervision of the Recovery and Stabilization Officer) and the direct supervision of the Senior Recovery & Stabilization Assistant, the incumbent will be responsible in providing support and following up the preparation and implementation of community support, livelihoods & shelter projects.

Major Duties and Responsibilities:

1. Provide general assistance to the Recovery and Stabilization Unit with all aspects of the implementation of IOM's Recovery & Stabilization project including; assist on various procurement/financial procedures and draft written reports.
2. Support with handling the documents under Recovery and Stabilization Unit including HR related forms and admin documents.
3. Support with informal translations of documents into Turkish and English.
4. Attend regular office meetings, prepare minutes, circulate and prepare the final version.

5. Provide administrative/logistic assistance to the staff in the field including the TDYers.
6. Assist in collecting data from a variety of sources such as reports, checks, staff, BNFs and websites.
7. Assist in preparing work plans and report updates on a regular basis on the progress of all projects on request.
8. Assist with maintaining systematic record of all documents related to project documents.
9. Assist staff with preparation of travel documents.
10. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Social Science, 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;

Experience:

- Experience in providing community support, livelihood, CBI and shelter related projects;
- Good computer skills with experience in word processing, spreadsheets, data entry and processing
- Good writing, communication and negotiation skills;
- Experience in project monitoring and tracking or project management;
- Excellent organization and analytical skills, attention to details, and ability to work with minimum supervision.

Languages:

- Fluency in **English and Turkish** is required.
- Working knowledge of **Arabic** 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.
- **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.
- **Professionalism:**
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - 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.
 - Shows understanding of own role and responsibilities in relation to expected results.
- Managing and sharing knowledge:
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability:
 - Accepts personal responsibility for quality and timeliness of work.
 - 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.

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 Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **2 February 2022**.

Please note that only shortlisted candidates will be contacted.