

## 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>SVN#TR/2022/05</b>
Position Title:	<b>Senior Project Assistant (Health)</b>
Duty Station:	Gaziantep-Turkey
Classification:	6 months Special Short Term Graded Contract (G6)
Deadline of Applications:	<b>26 January 2022</b>
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 International Organization for Migration (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.*

*The IOM Director General has activated the L3 Emergency Standard Operating Procedures (SOPs) to enhance organizational humanitarian assistance and priorities related to Internally Displaced Persons (IDPs), refugees and returnees, and IOM is actively participating in the emergency response within this rapidly changing humanitarian context.*

*IOM Turkey works in the sectors of Shelter/ Non-Food Items (NFI), Water, Sanitation, and Hygiene (WASH), CCCM, Protection, Food Security and Livelihoods (FSL) and works with clusters, International Non-governmental Organisations (INGOs), Turkish Government Authorities and Syrian partners on identifying vulnerable displaced populations inside Syria, and delivering aid to Syrian people in need.*

*As the Syrian conflict enters its tenth year, there are more than 6.5 million internally displaced persons (IDPs) across the country - of which more than 2.7 million are in North West Syria (NWS) whose daily lives continue to be impacted by the conflict. Medical services and health facility capacities remain critically insufficient across the vast majority of Syria's sub-districts, with only half of the health care facilities in northwest Syria currently functioning. It is difficult for the current health infrastructure to cope with the health needs of the four million people living in NWS. Attacks on health care facilities and mass displacements have also forced some health responders to suspend their services, further depriving the population of basic access to medical care. The pandemic brings additional burdens on the health care system in NWS, whose populations already face harsh living conditions in and out of camp settings, limited resources, and high-infection rates.*

*According to the Humanitarian Needs Assessment Programme (HNAP) COVID-19 Vulnerability Map, more than 67 per cent of the people living in northwest Syria are at high-risk, meaning that they are particularly vulnerable to*

*contracting COVID-19. In addition, many sub-districts in NWS have reported insufficient COVID-19 health services, difficulties accessing any private health services, and limited access to psychological support services.*

*Under the overall supervision of the Head of Sub-Office, and the direct supervision of the Health National Officer (Cross-Border), the successful candidate will provide assistance in the implementation of the Health components for the Cross-Border operations managed from Turkey and implemented inside of Syria, specifically on the operation of primary healthcare facilities, mobile clinics, vaccination awareness campaigns, and/or other activities as specified. The Senior Project Assistant Health will coordinate the implementation of project activities as per the project plan(s), conduct regular coordination meetings with partners, relevant Clusters and coordination fora, and identify and resolve any issues in the field.*

**Major Duties and Responsibilities:**

1. Assist in daily coordination, implementation and monitoring of project activities related to IOM Health projects within the cross-border response to the Syria crisis, including but not limited to the operation of primary healthcare facilities, mobile clinics, vaccination awareness campaigns, and other activities as needed.
2. Follow up on all the financial, administrative and technical aspects of the Health projects by IOM Implementing partners to follow IOM's policies and procedures and to be implemented in a timely and efficient manner and within the budget.
3. Liaise with sub-implementing partner on grant agreements and payments in close coordination and follow ups with the Resource Management Department.
4. Participate in various monitoring and evaluation exercises in close coordination with the M&E Unit.
5. Monitor the delivery of procurement and logistics activities according to the project operations in coordination with the Procurement and Logistics Department and the Operations Unit.
6. Monitor the progress of the project, collect site development progress reports, sitreps, site management updates and 4Ws, compile, analyze and share information from the IP on a weekly basis.
7. Follow up with sub-implementing partner on reporting requirements and submit all reports timely.
8. Monitor compliance in the visibility requirements, support the creation of PI materials and human-interest stories in coordination with the Public Information and Communications Department.
9. Maintain positive relations with NGOs, UN agencies, and Clusters.
10. Provide specialized support to the NOA for the implementation of Health activities, including IOM's logistics, procurement, finance and administration procedures.
11. Assist in proposal design, project development and reporting where requested.
12. Perform such other duties as may be assigned.

## **Required Qualifications:**

### **Education:**

- University degree in Medicine, Pharmacy, or related medical field from an accredited academic institution with four years of professional experience; or
- Completed High School degree from an accredited academic institution with six years of relevant professional experience implementing health projects in a humanitarian context.

### **Experience:**

- Experience implementing health projects in the humanitarian field, preference given to candidates with experience in operating primary healthcare facilities, mobile clinics, and vaccination awareness campaigns.
- Experience in emergency operations and program design that includes support to displaced populations and refugees, as well as practical application of SPHERE standards and indicator tracking.
- Familiarity with the Syrian context and the ERWAN system.
- Experience with external engagement (donors and OCHA Clusters), including communicating and report writing in English.
- Experience working with international humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting.
- Experience leading or supporting capacity building of team staff, sub implementing partners, etc.
- Proficient use of Microsoft software such as Excel and PowerPoint and other software such as SPSS, KoBo toolbox, DropBox, etc..

### **Languages:**

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

## **Required Competencies**

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three 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** – behavioural indicators level 2

- 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 Competencies – behavioural indicators level 2**

- 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 & 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.

### **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](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **26 January 2022**.

Please note that only shortlisted candidates will be contacted.