

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 Istanbul, Turkey.

Vacancy Notice Number:	SVN#TR/2022/09
Position Title:	MPM Project Assistant
Duty Station:	Istanbul – Turkey
Classification:	9 months Special Short Term Graded Contract (G4)
Deadline of Applications:	4 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:

Under the direct supervision of the MPM Programme Officer and under overall supervision of Emergency Coordinator, the incumbent will be responsible, of the following activities, according to the procedures and training provided by IOM:

Major Duties and Responsibilities:

1. Provide general support to Migrant Presence Monitoring assistants/coordinators in the field staff management and database entries, including assisting in reporting and brief planning if needed.
2. Provide support to Migrant Presence Monitoring assistants/coordinators during data collection process performed by the team leaders and enumerators (field staff) throughout the provinces of responsibility.
3. Assist in collecting, recording and organizing all forms/questionnaires and other relevant information handed over by the enumerators and team leaders.
4. Assist the to programme staff in verifying the information and accuracy of the data in the data collection tools before processing it into IOM's database system.
5. Routinely follow-up with the team leaders and enumerators timely data entry of the forms/questionnaires and process them in IOM's database system.
6. Assisting programme staff to monitor the field staff adherence to agreed SOPs on data collection and deadlines as per IOM MPM guidelines per provinces of responsibility.
7. Assist in the preparation of monthly field activity plans to cover all the sites that are expected to be accessed in coordination with the programme staff in Ankara,
8. Undertake duty travel within Turkey as required.
9. Provide support to programme staff to accompany field teams in case there is an emergency mission,
10. Supporting MPM IM team to Ensure quality control and necessary correction of collected data.
11. Provide support to Migrant Presence Monitoring assistants/coordinators process data into simple forms in accordance with instructions and guidelines received;
12. Assist in preparing field activity reports to the MPM Programme staff;
13. Provide routine administrative support to the organization of meetings and events.

14. Ensure of proper archiving/saving of the data collected.
15. Perform any other duties assigned by MPM Programme Officer

Required Qualifications:

Education:

- School diploma with four years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution, with two years of relevant professional experience.

Experience:

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Languages:

- Fluency in **English and Turkish** is required.

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 **4 February 2022**.

Please note that only shortlisted candidates will be contacted.