

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 Ankara, Turkey.

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| Vacancy Notice Number: | SVN#TR/2021/187 |
| Position Title: | Project Assistant (Protection) re-advertised |
| Duty Station: | Ankara – Turkey |
| Classification: | 6 months Special Short Term Graded Contract (G5)– with possible extension |
| Deadline of Applications: | 3 December 2021 |
| Number of People to be hired | 1 |
| Eligibility: | Internal and 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 overall supervision of the MPA Programme Manager and direct supervision of the National Programme Officer in Ankara, Turkey, the incumbent will be responsible for providing support to MPA activities within the mission.

Major Duties and Responsibilities:

1. Provide specific return counseling services and extensive information on Assisted Voluntary Return and Reintegration (AVRR) to vulnerable migrants and victims of trafficking (VoTs) in Turkey.
2. Organize and facilitate journeys home in co-operation with relevant Turkish governmental authorities (Provincial Directorates of Ministry of Interior Directorate General of Migration Management), while giving special support to vulnerable migrants.
3. Coordinate with IOM missions in countries of origin to organize provision of reception and other post-arrival assistance to voluntary returnees.
4. Provide administrative support to the MPA Division's liaison activities.
5. Provide administrative support to the organization of meetings and events, including preparation of meeting minutes.
6. Provide inputs for reports, presentation and other documentation for public information activities, including for social media as required.
7. Implement provision of in-cash and in-kind reintegration assistance for vulnerable migrants and VoTs returning to their country of origin (CoO), including evaluation of whether the migrant is entitled to reintegration assistance, collect all needed documents, contact relevant parties in CoO, follow-up cases and update database accordingly.
8. Process reintegration assistance for Turkish returnees returning from Germany and other European countries who may be vulnerable or VoTs, including preparation of the necessary paperwork, coordination with the Finance Department, provision of in-cash support to returns and feedback to the relevant Project Management team.
9. Provide direct assistance (including AVRR) to victims of trafficking (VoTs) including conducting interviews with VoTs, entering the case data into MiMOSA, coordinating the victim assistance

process with the victim, public authorities and countries of origin, and escorting VoTs to their home countries as required and in coordination with the National Officer and MPA PM.

10. Provide technical advice to the MPA team on the provision of assistance for vulnerable migrants and VoTs as required.
11. Support liaison with national authorities including shelters, DGMM, PDMMs, Removal Centers on assisting VoTs in coordination with the National Officer and MPA PM.
12. Enter, compile, update and share data on migrants assisted by the MPA Unit in coordination with the National Officer and MPA PM
13. Coordinate with IOM's Public Information Unit to create MPA visibility materials and document AVRRC success stories as required and in coordination with the National officer and MPA PM.
14. Perform general administrative duties.
15. Undertake duty travel within Turkey as well as abroad as required.
16. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- School diploma with five 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 three 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 **Turkish and English** is required.
- Working knowledge of **Pashtu, Dari, Urdu, Farsi, Arabic and/or Russian** 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 Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **3 December 2021**.

Please note that only shortlisted candidates will be contacted.