

CALL FOR CV



The International Organization for Migration is seeking qualified Turkish Nationals for the following position based in Mersin, Turkey.

Vacancy Notice Number:	SVN#TR/2021/191
Position Title:	Project Assistant (Community Support and Social Activities)
Classification:	5 months Special Short-Term Ungraded Contract
Duty Station:	Mersin – Turkey
Deadline of Applications:	27 August 2021
Number of Vacant positions:	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 overall supervision of the Protection and Resilience Officer in Gaziantep and direct supervision of the Project Field Coordinator in Mersin, the incumbent will be responsible in providing community support counselling services and socio-cultural activities in the Mersin Metropolitan Municipality Social Cohesion Centre (Centre). In addition, the incumbent will be responsible in the project coordination of the Mersin Metropolitan Municipality Social Cohesion Centre in close cooperation with IOM Turkey programme teams.

Major Duties and Responsibilities:

1. Identify individual and family needs, specifically for disadvantaged groups, through, individual interviews, and focus group discussions conducted at the Centre.
2. Conduct activities including awareness raising, information sessions, social activities, counselling services on topics identified and also requested by communities.
3. Where relevant, refer beneficiaries to the relevant counselling Units in the Centre including health, education, vocational guidance, and social services counselling units as required.
4. Identify vulnerable migrant and refugee groups through outreach in neighborhoods and agricultural areas to increase access of children with disabilities or disadvantaged to the Centre.
5. Prepare materials and implement sessions on family support, recreational and rights-based activities for children, community mobilization, informal education, and working with disabled persons, among others.
6. Organize socio-cultural activities in coordination with Centre staff, municipal and other local public authorities, and civil society organizations. Improve activity modalities in close coordination with Project Field Coordinator and IOM Protection and Resilience Unit.
7. Coordinate activity implementation beforehand including beneficiary selection, procurement and logistics needs and follow up the activities with IOM support units such as Logistics, PI, MEAL, IT, Procurement, QC etc.

8. Participate in relevant field visits undertaken by the Mersin Metropolitan Municipality Social Cohesion Centre and/or organize field visits if required,
9. Report weekly, monthly, periodic achievements, progress, challenges, actions taken, lesson learned in realization of activities and duties,
10. Provide necessary statistics, information, feedback, documentation regarding the requests, development of IOM internal procedures and in center workflow.
11. Meet and liaise with relevant local public authorities and civil society organizations to improve access to social and educational activities for migrants and refugees,
12. Work closely with other counsellors and interpreters of the Centre,
13. Perform other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Psychology, Special education, Guidance and Counselling, Social Work, Sociology, 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 relevant field and in working with vulnerable groups;
- Proven experience in facilitating community support activities and social activities for migrants;
- Proven analytical, interpersonal, mediation and organizational skills;
- Excellent level of computer literacy;
- Experience in liaising with governmental authorities, other national/international institutions.
- Prior experience working with migrant children and adults will be an advantage.

Languages:

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

Required Competencies

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 – behavioral indicators *level 1*

- **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.

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. The approval of current employer (If applicable) is necessary for holding this position and advance written permission from current employer is necessary before assigned duties.

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 and the city applied for 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 **27 August 2021**.

Please note that only shortlisted candidates will be contacted.