



IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-104**
Position Title : **Project Assistant (Labour market inclusion)**
Duty Station : **Warsaw**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **Open-ended**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

The conflict in Ukraine has led to the overspill of over four million forcibly displaced persons to Poland. As migratory flows continue unabated, IOM is urgently and significantly boosting its capacity in Poland to provide multi-sectoral assistance to respond to urgent emerging humanitarian needs in a dynamic context.

Under the overall supervision of the Chief of Mission (CoM) in Poland and direct supervision of the Labour Mobility and Social Inclusion Programme Coordinator, and in collaboration with relevant units, the successful candidate will assist in implementation of the EC funded project: “Technical support to facilitate the social and labour market inclusion of third country nationals in Poland including those persons fleeing Ukraine”. The project assistant will be responsible for implementation of the labour market inclusion component of the project.

Core Functions / Responsibilities:

1. Assist in the implementation, monitoring and coordination of project activities.
2. Assist in conducting a mapping of professional qualifications in collaboration with the relevant governmental stakeholders and selected service provider.
3. Assist in conducting a comparative analysis of recognition of qualifications in Poland and Ukraine and in development of the road map to improve recognition of qualifications in Poland, in collaboration with IOM Kiev and selected service provider/experts.
4. Conduct a review of best practices in EU/EEA countries.
5. Organize consultations and other project related meetings with stakeholders.

6. Draft all required documents related to tender procedures/publishing call for proposals,
7. Monitor budget; prepare project related documents; obtain necessary approval and update budget related information.
8. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
9. Draft correspondence on project issues; prepare and update information materials and reports, graphics, statistical tables, presentation and other forms of documentation;
10. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
11. Perform other related duties as assigned.

Required Qualifications and Experience

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 and Skills

- Experience in designing and conducting research;
- Experience in conducting desk research;
- Experience in preparing reports from the research and presenting data in an attractive way.
- 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;
- In depth knowledge of the broad range of labour mobility related issues;
- Knowledge of issues and challenges related to the process of recognition of skills and qualifications in Poland;
- Knowledge of the Polish institutional system, especially the labour market institutions;
- Excellent analytical and writing skills;
- Excellent communication and interpersonal skills;
- Personal commitment, efficiency and flexibility;
- Ability to work in a team with minimal supervision;
- Good level of computer literacy;
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment to humanitarian principles.

Languages

Fluency in **Polish** (written and oral) and **English** is required; working knowledge of **Ukrainian** or **Russian** is an advantage.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- 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 – behavioral indicators

- 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:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including a **CV and a completed Personal History Form in English by email to: IOMPolandHR@iom.int**, specifying the vacancy reference number **PLCFA22-104 and full name** in the subject line.

Please click this link to access the [Personal History Form \(two pages\)](#).

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 27 September 2022 – open-ended