



## IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-106**  
Position Title : **Field Protection Assistant**  
Duty Station : **Przemysl, Poland**  
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 a 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 direct supervision of Project Coordinator, the successful candidate will provide support in the implementation of protection activities in the assigned site(s) and the Polish-Ukrainian border points in close coordination with other protection partners, stakeholders, and authorities.

Staff members in field-based positions might be required to be mobile within the assigned area when immediate project needs arise. This position is based in Przemysl, with frequent travels to sites in proximity.

### **Core Functions / Responsibilities:**

1. Conduct rapid vulnerability assessments to migrants and refugees crossing the BCPs and the reception centers. Address protection needs and refer to competent agencies for specialized protection services.
2. Understand and report to line manager specific protection needs of people crossing the BCPs and the reception centers.

3. Focus on needs of vulnerable groups including women at risk, children at risk and the elderly; and refer cases for further treatment. Follow up on protection cases and ensure quality case management.
4. Maintain comprehensive referral pathways and share them during the General Protection Meetings.
5. Conduct regular mapping of services in- site and off-site and ensure access of services to migrants and refugees.
6. Collect and share valid information with migrants and refugees about available services locally or nationally and prepare documents, leaflets, and outreach messaging to ensure the correct dissemination of information.
7. Implement measures to ensure confidentiality when handling the personal information and data of migrants and refugees.
8. In coordination with the other psychosocial services on site, develop individual action plans for migrants and refugees.
9. Actively participate and promote regular meetings with case management actors to discuss case management and collect feedback on existing risks, challenges, and gaps in service provision for protection cases.
10. Undertake any duty travel as required.
11. Perform such other related duties, as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in Social Work from an accredited academic institution with minimum two years of relevant work experience.
- University degree in Psychology, Law or Pedagogical studies will also be considered when candidate demonstrates relevant work experience in the field.
- Master's degree in above fields is an advantage.

#### **Experience and Skills**

- Experience working in a humanitarian setting in a similar role;
- Experience in liaising with governmental and diplomatic authorities and stakeholders, working in international organizations, non-government or government institutions/organizations;
- Demonstrated ability to draft and prepare clear and concise formal correspondence and project reports;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Strong organizational, facilitation, communication, writing, and presentations skills;
- Proficient in a Microsoft Office environment and office software packages. Knowledge of spreadsheet and database packages, experience in handling web-based management systems;
- Strong work ethics and commitment to humanitarian principles.

#### **Languages**

Fluency in **Polish, Ukrainian** and/or **Russian** is required. Good knowledge of **English** 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.

### **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](mailto:IOMPolandHR@iom.int)**., specifying the vacancy reference number **PLCFA22-106** 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 15 March 2022 – open-ended