

IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-108**
Position Title : **Community Support Assistant**
Duty Station : **Warsaw, 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. There is an urgent need for the provision of accurate and up-to-date information on available services, as well as transportation for vulnerable individuals in need.

Under the overall supervision of the Programme Coordinator and direct supervision of the Site Team Leader, the successful candidate will be supporting project operations by assisting in site management support in the assigned site(s).

Core Functions / Responsibilities:

1. Conduct regular site visits and carry on shelter's needs assessments. Identify and highlight needs, gaps, and challenges.
2. Undertake activities to identify new collective shelters, conduct shelter assessment. Use area-based approach when needed in identification of beneficiaries and their needs.
3. Coordinate with other teams' members in identifying shelters' and beneficiaries' needs. Conduct permanent needs assessment, compile needs lists based on input of other teams' members as well as external partners.
4. Prepare purchase requests, handover forms, donation acceptance forms, donation agreements, other documentation as needed.
5. Coordinate activities with the procurement and resource management units. Coordinate delivery and handover with vendors' and donee's representatives.

6. Monitor and ensure that activities, such as needs assessment, documentation preparation, NFI provision are in place according to the schedule and the respective guidelines.
7. Cooperate closely with the site management, deliver consultations on site management in line with the best cluster's practices, and advocate the highest standard of collective shelters management.
8. Liaise with the local institutional authorities, cooperate with humanitarian actors in the region (UN agencies, NGOs, civil society).
9. Represent IOM at thematic meetings, working groups, presentations etc. Take minutes of meetings, prepare letters, conduct email conversations.
10. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- High school degree/certificate with minimum two years of relevant work experience.
- University degree from an accredited academic institution in related field would be considered as an advantage.

Experience and Skills

- At least two years of in work related to above description;
- Possess adequate combination of knowledge, education, training experience and skills to perform essential functions of the position;
- Computer literacy in standard software applications;
- Experience in working in a multi-cultural environment preferred;
- Strong work ethics and commitment to humanitarian principles;

Languages

Fluency in **Polish**, and good knowledge of **English** are required. Good knowledge of **Ukrainian** would be considered as 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.

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 **PLCFA22-108 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 November 2022 – open-ended