

Vacancy Notice

Open to Internal and External Candidates

Vacancy Number : **PLVN22-022**
Position Title : **Project Assistant, Cultural Orientation**
Duty Station : **Warsaw, Poland**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One-Year Fixed Term, with the possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **06 December 2022**

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.

IOM is committed to a diverse and inclusive work environment. Internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered first-tier candidates.

Context:

The United States Refugee Admissions Program (USRAP) operates worldwide to provide resettlement opportunities to thousands of individuals each year. IOM provides a range of services and support to the USRAP, including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation, and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight and guidance to IOM's global support to all resettlement programs.

Under the general supervision of the Project Officer, Cultural Orientation, RSC Eurasia, and the direct supervision of the Project Associate, Cultural Orientation, RSC Eurasia, the Project Assistant is responsible for undertaking Cultural Orientation activities, with the following duties and responsibilities:

Core Functions / Responsibilities:

1. Undertake cultural orientation activities in an assigned area or areas, such as such as training, scheduling or childcare and, as required, guide and assist in monitoring teams of Project Clerks and Project Assistants in organizing and completing cultural orientation activities in an assigned area.

2. Undertake cultural orientation training activities, including providing training for a range of resettlement countries throughout the region, featuring student-cantered activities in all classes, assisting in drafting training lesson plans in accordance with RSC EURASIA cultural orientation objectives, assisting in the development of teaching materials, visual aids and bulletin boards supporting the curriculum and assisting in managing and restocking inventories of instructional supplies.
3. Undertake cultural orientation scheduling activities for RSC EURASIA, including -if assigned- providing all individuals requiring cultural orientation classes the opportunity to attend, assisting in planning and organizing circuit rides in an efficient and effective manner and providing logistical circuit ride support is provided when necessary. Train Project Assistants and Project Clerks to provide appropriate scheduling services.
4. Assist in overseeing cultural orientation childcare activities for RSC EURASIA, including, if assigned, monitoring and guiding staff members providing childcare services, helping ensure childcare spaces are appropriate, adequate and well-maintained, training childcare staff members to conduct basic cultural orientation activities designed for children and monitoring the work of childcare staff members.
5. Through oversight and quality check (QC) measures, verify START is updated as needed with cultural orientation-related content, including scheduling data and case updates. Provide supervisors with relevant information needed for regular reports on cultural orientation activities, including program narratives and statistical reports.
6. In coordination with supervisors, liaise as needed with other teams and units in RSC EURASIA and other RSCs. Provide regular reports on the work being accomplished within the team to supervisors and team members.
7. Train other cultural orientation team members as needed to efficiently and effectively manage cultural orientation activities, update START and other databases accurately and to monitor and guide team members and activities.
8. In order to develop and maintain cultural orientation training-related skills, participate in and contribute to teacher trainings and staff development seminars and engage in self-directed study for professional development, including reading resettlement updates, language tutorials, attending cultural orientation-related workshops and seminars.
9. Undertake duty travel as needed to participate in cultural orientation-related activities, for meetings and for training.
10. Demonstrate an in-depth understanding of the USRAP, SOPs and START, as well as the ability to remain professional, impartial and unbiased during all interactions with applicants and colleagues.
11. Maintain the confidentiality and integrity of all RSC-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert the Project Focal Point, Project Coordinator or RSC management of any non-compliance to SOPs or codes of conduct by RSC staff members.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

Five years of working experience with secondary education; or three years of working experience with Bachelor's degree in Social Sciences or related field from an accredited academic institution.

Experience and Skills

- Thorough knowledge of English;
- Ability to use own initiative and work under pressure with minimum supervision;
- Excellent computer skills - Word, Excel and Internet;
- Strong interpersonal and communication skills;
- Attention to detail and ability to organize;
- Self-motivated and objective-driven.

Languages

Fluency in **English, Ukrainian, and Russian**. Working knowledge of **Pashto, Dari or Romanian** 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, shares 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:

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.

The 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: rscrecpl@iom.int** specifying the vacancy reference number **PLVN22-022 and full name** in the subject line.

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

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 07 November 2022 to 20 November 2022

From 29 November 2022 to 06 December 2022