



Vacancy Notice

Open to Internal and External Candidates

Vacancy Number : **EXT-UA90VN/2024/28**
Position Title : **Operations Associate (Compliance)**
Duty Station : **Ukraine Sub - Office in Warsaw, Poland**
Classification : **General Service Staff, Grade G7 ([UN Salary Scale](#))**
Type of Appointment : **One-Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **03 September 2024**

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

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing 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.

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations Units in various IOM Country Offices, coordinated under the Resettlement and Movement Management (RMM) Division in the Department of Mobility Pathways and Inclusion at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Under the overall supervision of the **Chief of Mission** and the direct supervision of the **Head of Operations**, the Operations Associate (Compliance) is responsible for undertaking compliance activities, with the following duties and responsibilities:

RESPONSIBILITIES AND ACCOUNTABILITIES

1. **Safeguarding Programme Integrity:** In close coordination with the Head of Regional Operations/USRAP Project Manager, the USRAP Oversight Officer and RMM HQ MEC Unit, oversee and undertake compliance activities, including monitoring of projects and evaluation, ensuring programme integrity through monitoring compliance with and implementation of programmatic and organizational policies, requirements, and guidelines in Eurasia. Support and provide advice to Heads of Regional Operations to safeguard programme integrity through strengthening fraud and misconduct mitigating and preventive measures.
2. **Data Collection:** In close coordination with the Head of Regional Operations/Project Manager and USRAP Oversight Officer and RMM HQ MEC Unit, oversee and assist with the design and implementation of data collection tools, including other tools and activities pertaining to implementing and monitoring compliance with relevant programme requirements and safeguarding programme integrity. Lead the management, design, and implementation of surveys and focus group discussions, observations and assessments as required in the region, including designing and implementing interview protocols and analysing monitoring and evaluation data, and reporting on data to relevant persons.
3. **Data Quality:** Ensure high quality of data by confirming accurate collection, entering, maintaining, safeguarding and reporting of data related to the operationalization of USRAP programmatic, RMM's and organizational policies, requirements, and guidelines in Eurasia.
4. **Compliance Monitoring:** Lead and manage the conduct of regular compliance monitoring activities, including leading the CMS exercises, conducting regular compliance spot checks, reporting on compliance monitoring findings for evidence-based decision making and introduction of corrective measures where needed.
5. **Awareness Raising:** Lead activities in the Region pertaining to increasing staff's knowledge of programmatic and organizational policies, requirements, and guidelines through regular, accurate information sharing, advising Project Managers, and answering staff questions.
6. **Follow up:** In coordination with the relevant Project Managers, USRAP Oversight Officer, and RMM MEC Unit develop and implement plans to facilitate full compliance with the programmatic, RMM's and organizational policies, requirements, and guidelines and help the Head of Regional Operations/USRAP PM to address any compliance violations in Eurasia.
7. **Compliance Approaches:** As necessary, provide technical and administrative support to the Head of Regional Operations/USRAP Project Manager, USRAP Oversight Officer, and RMM HQ MEC Unit in identifying and adjusting approaches to compliance with programmatic and organizational policies, requirements, and guidelines the Program Integrity Guidelines requirements in Eurasia.
8. **Compliance Knowledge Management:** Lead and manage the organization, coordination and maintenance of detailed records of documents and activities in the Region pertaining to the compliance with the programmatic and organizational policies, requirements, and guidelines. Support regional reporting pertaining to compliance of Country and Regional Offices to USRAP Washington, D.C. and RMM HQ.
9. **Confidentiality:** Maintain and promote the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert the Head of regional Operations of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.

10. **Quality:** Facilitate observations of the movement operations activities in the regional operations, Analyze and report results to the Head of Regional Operations for decision making about capacity building needs and required changes in the procedures.

11. Perform other relevant duties as assigned

Required Qualifications and Experience

Education

- University degree in a related field from an accredited academic institution with five years of work experience; or,
- Completed secondary education with seven years of relevant working experience.

Experience

- At least 5-7 years of relevant experience (please see above) in such areas as migrant assistance, refugee resettlement, research, monitoring and evaluation, data collection and analysis, travel industry and education sector, etc.
- Prior Movement Operations experience, transportation-related and/or management experience a strong advantage.
- Experience working in a multi-cultural setting.
- Experience in developing data collection tools and collecting and analyzing data.
- Experience in compliance or related field is desirable.
- Work experience in IOM or other UN agency is a strong advantage.

Skills

- Good quantitative and qualitative data analysis skills.
- Thorough knowledge of English language,
- Strong interpersonal and communication skills.
- Attention to detail and ability to organise.
- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision.
- Ability to meet deadlines.
- Computer/software literate with good knowledge in Microsoft Office.

Languages

Required

IOM's official languages are English, French, and Spanish, all staff members are required to be fluent in one of the three languages.

Desirable

Ukrainian/Russian is desirable, but not mandatory.

Required Competencies

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

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Level 2

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 actions 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 – Level 2

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 leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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.

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.

How to apply:

Interested candidates are invited to submit their application including **a CV, or a completed Personal History Form in English by email to: rscrecpl@iom.int**, specifying the vacancy reference number and full name in the subject line (e.g., "EXT_UA90VN/2024/28 – Jane SMITH").

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.

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Posting period:

From 20 August 2024 to 03 September 2024