

IOM Poland  
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-012**  
Position Title : **Field Legal Assistant (Roving)**  
Duty Station : **Rzeszow, 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 support the implementation and ensure the provision of legal assistance to beneficiaries residing in the assigned site(s) and the Polish-Ukrainian border points, as foreseen in project activities. 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 Rzeszow, with frequent travels to sites in proximity.

**Core Functions / Responsibilities:**

1. Provide information and conduct individual counselling sessions on legal matters, particularly relevant to extension of legal stay in Poland (e.g. migration and asylum procedures, rights and obligations, Dublin caseload, family reunification cases, voluntary returns cases of TCNs). Conduct initial assessment of needs and provide background information for individual cases of beneficiaries.
2. Establish daily communication with competent authorities (Migration Voivodeship and Asylum Offices and Units, local municipalities) to facilitate full support of the cases and provide accurate information to the beneficiaries.

3. Advise and assist with civilian and social rights-related caseload matters, (e.g. registration within Border Guards, applying for PESEL, social support, housing, employment, medical services, other personal needs),
4. Organize focus group discussions and awareness-raising sessions on protection issues linked to legal rights, obligations and violations thereof (e.g. labour law, family law, etc.) in synergy with the protection staff.
5. Support (where applicable) the information units envisaged by the current legislation.
6. Actively contribute to coordination efforts by participating in team coordination meetings and keep team members informed on case developments and important updates.
7. Ensure and commit to the timely submission of updated reports and share relevant feedback (including feedback on gaps, trends and needs) with respective supervisors.
8. Provide legal information and support to vulnerable population with emphasis on legal counselling of Gender Based Violence (GBV) survivors and victims of trafficking.
9. Conduct referrals to other legal aid actors for cases in need of legal representation.
10. Commit to maintaining a comprehensive and updated case file for each case undertaken.
11. Perform other related duties that may be assigned.

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

#### **Education**

- University degree in Law from an accredited academic institution with minimum two years of relevant work experience.
- Master's degree in above fields an advantage.

#### **Experience and Skills**

- At least two years of relevant work experience;
- Previous work experience in a similar role an advantage;
- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- Experience in working in a multi-cultural environment;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Demonstrated ability to work well under pressure and to keep deadlines;
- Computer literacy in standard software applications;
- 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 **PLCFA22-012 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