



IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-040**
Position Title : **Field Coordinator**
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.

Under the overall supervision the National Programme Coordinator, and under the direct supervision of the thematic project coordinators, the successful candidate will supervise all IOM operations in the assigned region (including protection, MHPSS, DTM, and CBI support) and will support the overall coordination and implementation of IOM activities.

Core Functions / Responsibilities:

1. Liaise with local authorities and other relevant actors on behalf of IOM Poland in all areas of IOM activities in the field including Protection, MHPSS, CBI and DTM.
2. Map the training needs of actors in the field and facilitate contact with Thematic Project Coordinators.
3. Support the Project Coordinators in the overall staff management, as well as monitor recruitment needs of specific thematic teams.
4. Support the Project Coordinators in the development of Standard Operations Procedures (SOP) based on the agreed work plan.

5. Provide technical advice and support to thematic Project Coordinators, Trainer and Legal Advisor.
6. Monitor and promote strategic planning of all IOM site activities.
7. Contribute to periodical/final reports to Management and other departments. Collect, finalize and ensure timely reporting from field teams and coordinators. Coordinate the development of tools for the use of protection staff for keeping track, reporting, referring and other tasks. Ensure trackers are well organized and updated to meet the project requirements and relevant Means of Verification.
8. In coordination with the project coordination team, lead the organization of relevant trainings for field staff.
9. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in International Relations, Humanities, Social Sciences or a related field from an accredited academic institution with minimum four years of work experience.
- Master's degree in above fields is an advantage.

Experience and Skills

- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- Experience in working in a multi-cultural environment;
- Experience in team coordination;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web-based management systems;
- Demonstrated interpersonal, organizational, facilitation, communication and writing ability, as well as presentations skills;
- Strong experience in working in a migration/refugee setting, in a multi-cultural environment;
- Strong work ethics and commitment to humanitarian principles.

Languages

Fluency in **Polish** (written and oral) and **English** is required; good knowledge of written and oral **Ukrainian or Russian** 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, 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.

Managerial Competencies – behavioral indicators

- **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 potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 **PLCFA22-040 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 02 April 2022 – open-ended