



## IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-058**  
Position Title : **Integration 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, the successful candidate will be supporting project operations through provision of information and assistance to displaced Ukrainians and third country nationals in different locations in Warsaw.

### **Core Functions / Responsibilities:**

1. Provide information to Ukrainians and third country nationals who fled the war in Ukraine to Poland regarding their rights and obligations and services in Poland and refer them to the relevant institutions and organizations if needed.
2. Liaison with local and central institutions in order to obtain information on relevant procedures and services for migrants.
3. Identify vulnerable persons and support their referral to relevant protection services, including Third Country Nationals, unaccompanied minors, and single-female headed households.
4. Assist the migrants with all the necessary information in order to facilitate their access to relevant care and/or services.

5. Assist the migrants with preparation of CVs and with all information needed to find a legal and safe employment.
6. Support in translating information materials/ documents and other needed information used for individual and/ or group activities.
7. Ensure compliance and alignment with the Mission's policies and procedures and especially with IOM's Data Protection Principles.
8. Prepare case reports and submit them to the supervisor.
9. Organize meetings and webinars for migrants and support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
10. Assist in implementation of activities undertaken within the LHD Programme.
11. Perform such other related duties as may be assigned.

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

#### **Education**

- High school diploma with four years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience

#### **Experience and Skills**

- Experience in working with migrants, refugees, and/or displaced persons
- Knowledge on migrants and refugees adaptation process and social inclusion
- Knowledge of the rights of Ukrainian citizens and their family members who fled the war in Ukraine to Poland
- Knowledge of the Polish institutional system
- Excellent communication skills
- Excellent organizational skills
- Computer literacy in standard software applications
- Experience in working in a multi-cultural environment
- Strong work ethics and commitment to humanitarian principles

#### **Languages**

Fluency in **Polish, Ukrainian, and/or Russian, and English** is required.

#### ***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 **PLCFA22-058** 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 12 May 2022 – open-ended