



IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-080**
Position Title : **Return and Reintegration Programme Associate**
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 Assisted Voluntary Return and Reintegration Programme aims to support project beneficiaries with pre-departure and return assistance as well as reintegration counselling and assistance in the country of return. The programme is implemented in close coordination with IOM missions in the countries of return as well as in cooperation with relevant stakeholders in Poland.

Under the direct supervision of National Programme Officer and general supervision and guidance of the Chief of Mission, the incumbent will be responsible for implementation of return and reintegration assistance for programme beneficiaries, and will have the following duties:

Core Functions / Responsibilities:

1. Take active part in implementation of AVRR projects, including in the provision of return and reintegration assistance:
 - a. Assist in organization and actively participate in AVRR outreach activities;
 - b. Provide return counselling to eligible migrants;
 - c. Prepare AVR movements, provide departure assistance and transport-escort of IOM beneficiaries;
 - d. Provide pre-departure assistance to AVR beneficiaries in accordance with project descriptions and IOM guidelines

- e. Perform administrative work relating to preparation of movements;
 - f. Register movements in IOM database and keep the database up-to-date;
 - g. Coordinate transit and reception assistance with IOM missions;
 - h. Assist in developing and implementing reintegration activities in cooperation with Project team and IOM missions in countries of origin;
2. Carry out training and information sessions to existing and new partners with the aim to equip them with AVRR knowledge and skills and enable a smooth implementation of AVRR interventions in Poland,
 3. Liaise with project partners, as well as central and local authorities, civil society, service providers and other relevant stakeholders including diplomatic representations to facilitate consular support,
 4. Coordinate the preparation of project reports, consolidate, review interim and final financial and narrative reports for AVRR projects, project amendments and facilitate timely submission
 5. Report and follow up on contacts and meetings with donors, collate and provide updates on activities, collect information about donors' policies, approaches, and funding opportunities, provide feedback to relevant colleagues and units and provide information on the follow up as needed in view of new project opportunities
 6. Provide programme management and implementation assistance at all phases of the AVRR programme cycle and oversee the work of the AVRR team, including the distribution and review of the work assignment, training and input to the performance evaluation
 7. Track legislative decisions that impact on the AVRR programme components and activities, monitor Polish priorities, trends, policies and programmes in the field of migration and AVRR
 8. Represent IOM in seminars and meetings as required, as well as other events aimed at promoting IOM's portfolio and activities in the field of AVRR
 9. Support the Media and Communication and other relevant units to document the AVRR process and activities, such as capturing case stories for potential beneficiaries, donor reports, website and newsletters
 10. Facilitate regular feedback from beneficiaries and stakeholders on activities and assistance provided, in close coordination with relevant colleagues
 11. Perform such other duties as required.

Required Qualifications and Experience

Education

- High school degree with six years of relevant professional experience; or

- University degree at bachelor or equivalent or higher from an accredited academic institution and a minimum of four years of work experience.

Skills and Experience

- Excellent knowledge of migration issues;
- Experience in providing assistance to foreigners;
- Very good communication and interpersonal skills including ability to work under time pressure and meet deadlines;
- Excellent organizational skills;
- Ability to work individually and in multicultural team;
- Good knowledge of MS Office including database maintenance;
- Experience in organizing and delivering trainings
- Experience in liaising with partner organizations, national and international institutions
- Experience in project development, project management, implementation and reporting

Languages

Fluency in English and Polish is required. Knowledge of another language, particularly Russian or Spanish will be an asset.

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 **PLCFA22-080 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 20 June 2022 – open-ended