



IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-087**
Position Title : **Senior Programme Assistant (Labour Mobility and Social Inclusion)**
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:

Under the direct supervision of the Programme Coordinator and overall supervision by the IOM Chief of Mission in Poland, the successful candidate will be responsible for the implementation of the Labour Mobility and Social inclusion Programme activities in Poland. The Senior Programme Assistant will be responsible for the implementation of the activities aiming at facilitating migrant integration, including labour market inclusion activities:

Core Functions / Responsibilities:

1. Provide support in the planning, coordination, implementation and monitoring of the labour mobility and social inclusion programme activities.
2. Monitor budget implementation and propose adjustments as necessary.
3. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
4. Assist in recruitment, monitor and supervise work of the team supporting inclusion of migrants in the Polish labour market (job counsellors, integration assistants, etc).
5. Provide assistance to migrants in the scope of the labour market inclusion, manage cases of vulnerable individuals, keep track records of assistance provided.

6. Develop and coordinate information strategy and campaign related to labour market inclusion and labour rights and support development of tools facilitating connection of employers with job seekers with required skills and qualifications.
7. Organize meetings, workshops and training sessions; prepare training materials and deliver capacity building workshops to various target groups.
8. Participate in meetings and conferences; maintain effective liaison and coordination with governmental and local authorities, employers, labour offices United Nation agencies, non-governmental organizations, donors and other stakeholders in relation to LMSI Programme and IOM emergency response.
9. Assist in development of cooperation with the private sector in the scope of labour market inclusion and diversity management.
10. Provide inputs for concept papers and support in development of new projects on labour mobility and social inclusion issues.
11. Prepare and update reports in a timely manner, collect and process information on the current situation on the labour market, available services for migrants, procedures and requirement related to recognition of skills and qualifications and share the information with the Programme Coordinator and other relevant staff.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- School diploma with six 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 four years of relevant professional experience.

Experience

- Experience in liaising with governmental authorities, national/international and local institutions, United Nations agencies, non-governmental organizations and private sector.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- At least two year experience in projects' coordination
- At least one year experience in supervising the team of minimum 5 persons
- Experience in writing publications, reports and project proposals
- Experience in delivering presentations and trainings
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Very good knowledge of the legislation and procedures related to legal stay and work of the foreigners in Poland, including labour rights in Poland.
- Excellent knowledge of migrant integration related issues, in particular migrants inclusion in the labour market.
- Very good communication and interpersonal skills

- Excellent writing skills including ability to provide information in clear and consistent way
- Excellent analytical skills
- Excellent organizational skills
- Ability to work under time pressure and meet deadlines

Languages

Fluency in English, Polish and Russian is required. Fluency in Ukrainian is desirable.

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 **PLCFA22-087 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 07 July 2022 – open-ended