



IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-091**
Position Title : **Field Protection Assistant - Mobile Team**
Duty Station : **Rzeszow**
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 Emergency Coordinator, the Field Coordinator and the direct supervision of the Protection Coordinator, the successful candidate will function as the general point of contact for all matters pertinent to IOM interventions in the region of Podkarpackie. Staff members in field-based positions will be required to be mobile within the assigned Voivodeship when immediate project needs arise. This position is based in Rzeszow, with frequent travels to sites, collective shelters etc in the region of Podkarpackie.

Core Functions / Responsibilities:

1. Advocate and ensure protection mainstreaming in all cross-cutting interventions related to the project. Protection mainstreaming: Ensure protection actors and implemented partners are able to conduct protection activities (e.g., assistance to identifying specific space for implementation of protection activities) with awareness on gender balance . Promote the constructive and systematic reference to referral pathway mechanisms established in each site.

2. In coordination with the Mobile Team Leader Conduct regular field visits and shelter's needs assessments at the region of Podkarpackie. Identify and highlight Protection needs, gaps, and challenges.
3. Conduct ad hoc rapid vulnerability assessments to migrants and refugees at the reception centers and other shelters. Address protection needs and refer to competent agencies for specialized protection services.
4. Understand and report to line manager specific protection needs of people at the reception centers and other sites.
5. Focus on needs of vulnerable groups including women at risk, children at risk and the elderly; and refer cases for further treatment. Follow up on protection cases and ensure quality case management.
6. Maintain a comprehensive referral pathways and share them during the General Protection Meetings. Participate on Protection related Workings Groups
7. Conduct regular mapping of services in-site and off-site and ensure access of services to the affected population.
8. Collect and share valid information with migrants and refugees about available services locally or nationally and prepare documents, leaflets, and outreach messaging to ensure correct dissemination of information. Implement measures to ensure confidentiality when handling personal information and data of migrants and refugees.
9. In coordination with the MHPSS staff, develop individual action plans for migrants and refugees.
10. Actively participate and promote regular meetings with case management actors/implemented partners to discuss case management and collect feedback on existing risks, challenges, and gaps in service provision for protection cases.
11. Undertake any duty travel as required.
12. Perform such other related duties, as may be assigned.

Required Qualifications and Experience

Education

- University degree in Social Work from an accredited academic institution with minimum two years of relevant work experience.
- University degree in Psychology, Law or Pedagogical studies will also be considered when candidate demonstrates relevant work experience in the field.
- Master's degree in above fields is an advantage.

Experience and Skills

- Experience working in a humanitarian setting in a similar role;
- Experience in liaising with governmental and diplomatic authorities and stakeholders, working in international organizations, non-government or government institutions/organization;
- Demonstrated ability to draft and prepare clear and concise formal correspondence, project and social reports;
- Experience in emergency response settings would be a distinct advantage;
- Knowledge of Psychological First Aid (PFA) and IASC guidelines for MHPSS in emergencies, as well as health and migration administrative procedures is an advantage.
- Strong interpersonal and communication skills in a multi-cultural setting;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Knowledge and understanding of the refugee and migration issues in Poland, the systems, and processes in place to facilitate refugees' access to services, education, health care, and social benefits;
- Strong work ethics and commitment to humanitarian principles;
- Ability to work under strict deadlines both independently and within a team;
- Ability to work under strict deadlines both independently and within a team;
- Willingness to work in a challenging, fast-paced and multicultural environment;

- Strong organizational, facilitation, interpersonal, communication, writing and presentations skills;
- Proficient use of Microsoft Office environment and office software packages, including working knowledge of spreadsheet and database packages with experience in using web-based management systems.
- Valid driver's license with at least five years driving experience an advantage.

Languages

Fluency in **Polish** (written and oral) and **Russian or Ukrainian** is required; good knowledge of English 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 **PLCFA22-091** 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 July 2022 – open-ended