



IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-095**
Position Title : **Senior Project Assistant, Compliance**
Duty Station : **Warsaw, Poland**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **15 August 2022**

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 United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight and guidance to IOM's global support to all resettlement programs.

Under the general supervision of the Project Manager, RSC Eurasia and the direct supervision of the Project Officer, Compliance, RSC Eurasia, the Senior Project Assistant is responsible for supervising compliance activities, with the following duties and responsibilities:

Core Functions / Responsibilities:

1. If required, oversee a team of RSC Eurasia staff members undertaking compliance activities in an assigned area or areas, such as project monitoring and evaluation, training, project reporting, project support or protection, including supporting staff development processes such as hiring, providing training, assigning duties and giving feedback to staff members on their performance on a regular basis to ensure high quality work and the accurate completion of communications activities.
2. In close coordination with the USRAP Monitoring Officer in Washington, DC oversee monitoring and evaluation activities for RSC Eurasia, including, if assigned, planning monitoring and evaluation activities, designing monitoring and evaluation mechanisms, such as surveys,

- interview protocols and focus group topics, administering surveys, interviews and focus groups, analysing monitoring and evaluation data and reporting on data to relevant persons.
3. Oversee and plan training activities for RSC Eurasia staff members, including, if assigned, serving as the USRAP Training Focal Point for RSC Eurasia in close coordination with the HR-Business Partner, coordinating with management and staff members to identify training needs within the RSC Eurasia region, planning, organizing and administering trainings, supporting the delivery of trainings, learning to deliver, and delivering, trainings, reporting to the HR-Business Partner and Staff Learning and Development (SDL) at IOM Headquarters on trainings that are held by RSC Eurasia and contributing to the development of new training packages.
 4. Provide necessary support to the RSC Eurasia project as identified by the Project Manager, RSC Eurasia and other supervisors, including, if assigned, completing a wide range of special and generally independent projects serving all pillars and remote processing sites of the RSC under the RSC Eurasia region as well as RSC management and IOM departments that are outside of, but support, RSC Eurasia activities.
 5. In relation to project reporting, provide support as needed to RSC Eurasia management on a regional level on a wide variety of reporting needs, including compiling information for reports, drafting reports, editing reports and designing reports for internal RSC use, relevant IOM missions and regional offices, the USRAP Global Management Team, IOM Headquarters, RSC Eurasia project partners and PRM.
 6. Oversee the efficient and effective management of protection-related refugee case expedites, including, if assigned, monitoring RSC Eurasia expedite cases, drafting and updating Standard Operating Procedures (SOPs) related to expediting processing, monitoring the implementation of expedite-related SOPs, maintaining an expedite database, acting as the primary liaison with partners on expedite cases, working with other units and departments to ensure expedite cases are processed efficiently, processing COPE cases and drafting regular reports related to expedite cases in RSC Eurasia.
 7. Oversee protection activities related to at-risk individuals served by RSC Eurasia , such as children, the elderly, survivors of sexual and gender-based violence (SGBV), persons with disabilities, lesbian, gay, bisexual, transgender and intersex (LGBTI) persons and other marginalized individuals, including, if assigned, providing training on how to interview at-risk individuals, drafting SOPs, tools and reference materials, monitoring the implementation of SOPs and tools, providing regular reports on at-risk cases, liaising with colleagues and partners on relevant issues, analysing or completing documentation related to refugee minors, counselling refugee minor cases and arranging the expedition of at-risk cases as needed.
 8. In coordination with the Project Officer, liaise as needed with other teams and units in RSC Eurasia and with external partners such as USCIS, the Refugee Processing Center (RPC), panel physicians, the US Embassy and the United Nations High Commissioner for Refugees (UNHCR). Prepare team statistics and report regularly to RSC Eurasia management on relevant activities, problems and solutions related to the workflow and processing pipeline.
 9. Train other compliance team members as needed to efficiently and effectively manage and undertake activities related to monitoring and evaluation, training, project support, project reporting and protection, and to oversee compliance teams and activities.
 10. Undertake duty travel as needed to conduct activities related to monitoring and evaluation, training, project support, project reporting or protection, for meetings and to participate in training.
 11. Demonstrate a comprehensive understanding of the USRAP, SOPs and START, as well as the ability to remain professional, impartial and unbiased during all interactions with refugee applicants, colleagues and partners. Support the development and implementation of SOPs as needed.
 12. Maintain and ensure the confidentiality and integrity of all RSC-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert RSC management of any non-compliance to SOPs or codes of conduct by RSC staff members.
 13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High School diploma with six years of relevant working experience; or,
- Bachelor's degree in Statistics, Business Administration/Management, Economics, or related field with four years of relevant professional experience.

Experience and Skills

- At least 4-6 years of relevant experience (please see above) such as office/business administration, customer service, record keeping, compliance, monitoring and evaluation, clerical duties, etc.
- Experience in creating and maintaining computer and paper files
- Prior experience with tools and strategies for data collection and analysis, and production of reports preferred
- Experience with USRAP programs
- Experience with USRAP processing systems, such as WRAPs, MiMOSA, etc
- Experience working in a multi-cultural setting
- Excellent computer skills - Word, Excel and Internet
- Strong interpersonal and communication skills

Languages

Thorough knowledge of **English, Ukrainian and Russian**. Working knowledge of **Pashto, Dari** or **Romanian** 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.

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: rscrepl@iom.int** specifying the vacancy reference number **PLCFA22-095 and full name** in the subject line.

Please click this link to access [Personal History Form \(four pages\)](#)

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 1 August 2022 to 15 August 2022