

IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-097**
Position Title : **Career Counsellor (Entrepreneurship support)**
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 Senior Programme Assistant and overall supervision by the Programme Coordinator, the successful candidate will be responsible to share information and support project beneficiaries in entrepreneurial endeavors within the Labour Mobility and Social Inclusion Programme.

Core Functions / Responsibilities:

1. Enhance the prospective of entrepreneurial and social and solidarity economy initiatives among the beneficiaries;
2. Assist in organization and conduct entrepreneurship information sessions for the project beneficiaries;
3. Assist in organization of workshops and seminars to enhance the beneficiaries' entrepreneurial skills;
4. Evaluate beneficiaries' abilities, interests and readiness to set up a business in Poland;
5. Support and provide mentoring to beneficiaries who decide to set up their own business in Poland;
6. In collaboration with project staff, identify beneficiaries interested in setting up a business;
7. Conduct one-to one or small group sessions with beneficiaries to create business plans;
8. Liaise with local authorities, public services, organizations and other institutions and professionals to support beneficiaries with the establishment of their businesses;
9. Develop tools and materials for the support and promotion of entrepreneurship among beneficiaries;

10. Monitor legal changes related to running a business in Poland and provide updates to the Labour Mobility and Social Inclusion team on upcoming changes.
11. Collect information on services that are in demand and on available free support for migrants who are setting up business.
12. Assist in development of the reporting and evaluation tools, submit progress and ad hoc reports from the services provided.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High school diploma with six years of relevant experience; or,
- Bachelor's degree and/or higher in Business Administration, Economics, Finance, Law, Marketing or any other related field; postgraduate diplomas or relevant trainings in the field of Business Administration and career counselling will be considered an advantage

Experience

- At least two years' experience in business consultancy and familiarity with the entrepreneurship law;
- Experience and knowledge in social solidarity economy;
- Experience in client service;
- Experience in delivering training and workshops;
- Experience in writing reports;
- Experience in public relations with private and public entities;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups will be considered an advantage;
- 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 governing self-employment and creation of Small and Medium Enterprises;
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility;
- Very good analytical skills;
- Ability to work with minimal supervision;
- Good level of computer literacy;
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment to humanitarian principles.

Languages

Fluency in English, and Polish is required. Fluency in Ukrainian and/or Russian 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**, specifying the vacancy reference number **PLCFA22-097** 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 29 July 2022 – open-ended