



IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA23-098_02**
Position Title : **Career Counsellor**
Duty Station : **Krakow**
Classification : **General Service Staff**
Type of Appointment : **Special Short Term Ungraded**
Estimated start date : **As soon as possible**
Closing Date : **19 February 2024**

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 overall administrative supervision of the Emergency Operation Officer in southern hub Krakow-Poland, and direct supervision of LMI Field Coordinator the successful candidate will be responsible to conduct structured career counselling sessions and ad hoc support to promote the inclusion of project beneficiaries in the labor market.

Core Functions / Responsibilities:

1. Conduct one-to-one or small group sessions with beneficiaries.
2. Assess the educational and professional background of beneficiaries.
3. Support beneficiaries to set realistic career goals and develop respective achievement plans.
4. Evaluate beneficiaries' skills and interests through aptitude assessments, interviews and individual planning.
5. Organize the participation of beneficiaries in events and trainings aiming to promote their employability prospective.
6. Liaise beneficiaries with available training opportunities and other educational courses.
7. Contribute to the expansion of the network with private employers and coordinate with other relevant colleagues for liaising of project beneficiaries with prospective employers.
8. Contribute to the organization of employability related events, trainings, workshops to various target groups.

9. Collaborate with other project staff, as applicable, to ensure smooth implementation of project activities and effective liaison with labor offices and another stakeholder.
10. Support in the liaison and coordination with Local Authorities.
11. Develop reporting and evaluation tools, submit progress and ad hoc reports.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Highschool diploma with six years of relevant experience; or,
- Bachelor's degree and/or higher in Psychology, Social Work, Law, Economics, or any other related field; postgraduate diplomas or relevant trainings in the field of career counselling will be considered an advantage.

Experience and Skills

- Experience in counselling methods, especially in relation to career counselling.
- Experience in recruitment procedures,
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups will be considered an advantage.
- Experience in writing reports.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multicultural setting is an advantage.

- Very good knowledge of the legislation and procedures related to recruitment of third country nationals in Poland, including labor rights.
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility.
- 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** (oral and written) is required.

Working knowledge in Ukrainian and/or Russian will be considered as an advantage.

Required Competencies

IOM's competency framework can be found at this [link](#).

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these 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.
- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators *level 1*

- **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 send completed **Personal History Form** and **CV in English** to iompolandapplications@iom.int email specifying the Vacancy Reference Number **PLCFA23-098_02** and full name in the subject line (e.g., "PLCFA23-098_02 – Jane SMITH").

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

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 22 December 2023 until 5 January 2024

From 9 January 2024 until 16 January 2024

From 6 February 2024 until 19 February 2024