



## **Vacancy Notice**

Open for external and internal candidates

Reference Number : **PLSVN24-029**  
Position Title : **Senior Project Associate (Legal)**  
Duty Station : **Warsaw**  
Classification : **General Service Staff, Grade 7**  
Type of Appointment : **Special Short Term Graded**  
Estimated start date : **As soon as possible**  
Closing Date : **26 April 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 supervision of the Chief of Mission (CoM) in Poland and direct supervision of the National Programme Officer; and in collaboration with Regional Office in Brussels and IOM Headquarters, the successful candidate will be responsible and accountable for implementation of PX and IBG projects, particularly activities related to legal matters.

### ***Core Functions / Responsibilities:***

1. Independently lead and coordinate the implementation of the project; monitor implementation of the activities to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field.
2. Regularly research, follow-up, compile, analyse and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget expenditures; verify availability of funds and maintain a proper record of approved project budgets and their revisions.
4. Coordinate and monitor the financial, administrative and technical aspects of the project in line with IOM policies and donor requirements.
5. Plan, coordinate and conduct capacity building workshops for relevant internal and external parties.

6. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
7. Coordinate the preparation of correspondence, briefing notes, presentations, narrative and financial reports; ensure status reports are prepared and submitted in a timely manner.
8. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects.
9. Supervise and provide guidance and training to reporting staff.
10. Perform other related duties as assigned.

## ***Required Qualifications and Experience***

### **Education**

- School diploma with seven years of relevant experience; or,
- Bachelor's degree in Law or related fields from an accredited academic institution with five years of relevant professional experience.

### **Experience and Skills**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups particularly through providing legal counselling.
- Experience in providing trainings, including legal trainings.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Awareness of migration law, counter-trafficking and child protection international, European and Polish law.
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility.
- Strong organisational skills.
- Cross cultural awareness and flexibility.
- Ability to work on own initiative and at the same time as part of a multi-cultural and multi-disciplinary team.
- Computer literacy in standard software applications (MS Office, etc).
- Valid driver's license with at least five years driving experience an advantage.

### **Languages**

Fluency in **English** and **Polish** (oral and written) is required. Knowledge of **French** and any additional language will be 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 2*

- **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 *level 2*

- **Leadership:** provides a clear sense of direction, leads by example, and demonstrates the ability to conduct the organization's vision; assists others to realize and develop their potential.
- **Empowering others:** creates an enabling environment where staff can contribute their best and develop their potential.
- **Building trust** promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision** work strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

#### **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](mailto:iompolandapplications@iom.int) email specifying the Vacancy Reference Number **PLSVN24-029** and full name in the subject line (e.g., "PLSVN24-029 – 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 19 April 2024 until 26 April 2024