



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Senior Project Assistant (inclusive and APP)**
SVN No : **PLVN23-077**
Duty Station : **Warsaw, Poland**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One Year Fixed Term, with the possibility of extension**
Closing Date : **24 September 2023**

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. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy.

II. ORGANIZATIONAL CONTEXT AND SCOPE

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations Units in various IOM Country Offices, coordinated under the Division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters (HQ), are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Since 2018, RMM has been spearheading the mainstreaming of protection and accountability to affected populations within its programming. These efforts support implementation of the RMM minimum standards that govern protection mainstreaming in resettlement operations and institutional guidance and frameworks on protection, AAP, Prevention of Sexual Exploitation and Abuse (PSEA) and disability inclusion. Recent assessments demonstrate the continued need to support protection/AAP mainstreaming efforts within RMM programming, including PSEA and disability inclusion, in the field.

In close coordination with the Senior Program Coordinator (Inclusion and AAP), the Senior Project Assistant (Inclusion and AAP) has the following duties and responsibilities:

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Oversee and undertake inclusion and accountability to affected populations (AAP) activities in Movement Operations, including activities related to project monitoring and evaluation, training, youth services, project reporting, and/or protection in **the Region**.
2. In close coordination with the Head or Deputy Head of Operations, the Senior Program Coordinator (Inclusion and AAP) in IOM USRAP Washington DC office, the MAAP Team in RMM Geneva, and Inclusion and AAP Team members in **the Region**, assist in the design and implementation of guidance, tools and activities pertaining to protection, inclusion and AAP in **the Region**. Ensure the guidelines, tools and activities are used as required.
3. Promote coordination, collaboration and documentation of best practices and lessons learned between IOM Country Offices in **the Region**, institutional protection/AAP/PSEA staff and HQ by participating in protection and MAAP working groups, networks and other forums.
4. Assist in increasing staff's knowledge of protection, inclusion and AAP topics through regular, accurate, accessible, and inclusive information sharing that advises both management and personnel and answers questions in a timely manner. In collaboration with the Senior Project Assistant (Compliance – Training), support and provide trainings on protection, inclusion and AAP topics in **the Region**. Ensure training participants are furnished with the tools necessary to link the trainings to their daily work and to evaluate the effectiveness of their learning experience over a period of time.
5. As necessary, provide technical and administrative support to both management and personnel in identifying and adjusting approaches to protection, inclusion and AAP issues. Support personnel in using relevant guidelines information effectively for decision-making.
6. As needed, collaborate with Compliance colleagues on monitoring and evaluation and data collection activities related to protection, inclusion and AAP. Ensure a high quality of data by advising on accessible and inclusive collection methods and assist in developing monitoring and evaluation mechanisms, such as surveys, interview protocols and focus group topics.
7. Organize, coordinate and maintain detailed records of documents and activities pertaining to protection, inclusion and AAP, including in relation to expedites and vulnerable beneficiaries. Compile information and draft, edit and design annual reports.
8. Oversee protection activities related to vulnerable beneficiaries, such as the elderly, children, survivors of Gender-Based Violence (GBV), persons with disabilities, lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) persons and other marginalized individuals, including monitoring implementation of Standard Operating Procedures (SOPs) and tools, providing regular reports on at-risk cases, liaising with colleagues on relevant issues, including child protection, and analysing or completing documentation related to youth, as needed.
9. Administer the Transit Center Youth Services area, maintaining an environment that is conducive to the education of children and young adults. In this capacity, provide equal access to all children, arrange for adequate supervision, promote the center through visual materials and announcements, and ensure equipment and materials are available, appropriate, clean and safe for use by children.
10. Create and organize youth-themed recreation times and classes using known curriculum in the appropriate language(s). Identify creative ways to deliver Transit Center-relevant lessons related to personal hygiene, environmental awareness and community health. Work with personnel to ensure special attention to the stocking of items used by children.
11. Maintain and promote the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert the direct supervisor or

<p>management of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.</p> <p>12. Demonstrate an in-depth understanding of relevant Movement Operations SOPs and Movements-related systems and databases (including iGATOR, MiMOSA, SAR and Amadeus), as well as the ability to remain professional, impartial and unbiased during all interactions with migrants and colleagues per the IOM Code of Conduct and instruction on PSEA.</p> <p>13. Perform other relevant duties as assigned.</p>	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • University degree in international relations, political science or a related field from an accredited academic institution with four years of work experience; or, • Completed secondary education with six years of relevant working experience. 	
EXPERIENCE	
<ul style="list-style-type: none"> • At least 4-6 years of relevant experience (please see above) in such areas as protection, inclusion, AAP, migrant assistance, refugee resettlement, monitoring and evaluation, diversity, equity and inclusion, social work, etc.; • Experience planning, facilitating and evaluating training required, with experience facilitating training in a humanitarian setting preferred; • Prior experience with protection analysis and/or the production of reports preferred; • Experience with USRAP programs is preferred; • Experience with processing systems such as MiMOSA is preferred; and, • Experience working in a multi-cultural setting. 	
SKILLS	
<ul style="list-style-type: none"> • Thorough knowledge of English language; • Strong interpersonal and communication skills; • Attention to detail and ability to organize; • Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision; and, • Computer/software literate with good knowledge in Microsoft Office. 	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Advantageous
For this position, fluency in English is required (oral and written).	Working knowledge of French and/or Spanish is an advantage.
VI. COMPETENCIES¹	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

The successful candidate is expected to demonstrate the following values and competencies:

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 *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.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Interested candidates are invited to submit their application including: a Motivation Letter and the updated CV with a completed Personal History Form [IOM Personal History Form.xls \(live.com\)](#) (four pages) **by the email: smukrmhdopsrecpl@iom.int** specifying the vacancy reference number **PLVN23-077 and full name** in the subject line, or you can apply by clicking on the following link <https://www.impactpool.org/jobs/989453>.

Closing Date: September 24, 2023

Only shortlisted applicants will be contacted.

NOTE

NO FEE:

The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From September 12, 2023, to September 24, 2023