

## Vacancy Notice

### Open to Internal and External Candidates

Vacancy Number : **EXT PLVN 23 083**  
Position Title : **Senior Project Assistant (Child Protection)**  
Duty Station : **Warsaw, Poland**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **One-Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **17 November 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. 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.

IOM is committed to a diverse and inclusive work environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of refugees 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 United States Refugee Admissions Program (USRAP), Resettlement Support Centers (RSCs) provide critical support and processing assistance for resettlement to the US. As part of an MOU between IOM and the US State Department Bureau for Population Refugees and Migration (PRM), IOM manages several RSCs which prepare applications for adjudication by and provide support to visiting US Citizenship and Immigration Services (USCIS) officers, facilitate security and medical screenings, provide information about arriving individuals to resettlement agencies in the US and offer Cultural Orientation (CO) training to individuals departing for the US.

Under the overall supervision of the Deputy Project Manager (CCCO) and direct supervision of the Project Officer – Child Protection, the successful candidate will be based in WARSAW, POLAND and will have the following duties and responsibilities:

**Core Functions / Responsibilities:**

1. 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 providing training, drafting Standard Operating Procedures (SOPs), tools and reference materials, monitoring the implementation of SOPs and tools and providing regular reports on at-risk cases.
2. Oversee the efficient and effective management of protection-related refugee case expedites, including, if assigned, monitoring RSC Eurasia expedite cases, drafting and updating SOPs related to expedite 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 and drafting regular reports related to expedite cases in RSC Eurasia.
3. Support the coordination of Best Interest Assessments (BIA) on children and completing documentation related to refugee minors counselling and arranging the expedition of at-risk cases as needed. In this capacity, support screening processes, training such as Best Interests Assessments (BIAs) and Best Interest Determinations (BIDs), guide staff interactions with beneficiaries, provide guidance on working with minors, produce practical tools and liaise as needed on child protection and other inclusion issues.
4. Assist in training activities for RSC Eurasia on best practices for interviewing and working with populations who have experienced trauma, particularly children. This includes but is not limited to sensitive interviewing skills, communication approaches, and strategies for managing vicarious trauma. Coordinate with the focal point for Eurasia Region on Child Protection, Inclusion and with the USRAP Training Unit in IOM Washington, D.C., to ensure training on children and inclusion topics are up to date.
5. In consultation with the Child Protection focal point and Inclusion Officer, propose and integrate child-friendly and age, disability, gender and SOGIESC-inclusive facilities, language, activities and protection safeguards throughout the USRAP process and where appropriate in Eurasia Region. This includes but is not limited to, RSC physical spaces (interview rooms, waiting areas, etc.) and RSC program counselling at all stages of the process.
6. In close coordination with the Child Protection Officer, follow-up on child protection intervention feedback mechanisms that enable beneficiaries to provide feedback on programs, submit complaints and activate appropriate processes and procedures to respond promptly.
7. Collect available information and conduct desktop research on child protection principles and best practices to ensure USRAP processing aligns with these principles. Regularly engage with IOM's Gender and Diversity Unit, disability expert, and SOGIESC Focal Point to maintain knowledge of other areas of inclusion and ensure USRAP processing is in line with IOM's institutional guidance and recommendations.
8. In coordination with the Project Officer, Inclusion & AAP, 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 U.S. Embassy, and the United Nations High Commissioner for Refugees (UNHCR). Prepare team statistics and regularly report to RSC Eurasia management on relevant activities, problems, and solutions related to the workflow and processing pipeline.
9. Provide necessary support, including travel to processing sites, to complete a wide range of special and generally independent projects serving the Inclusion & AAP Pillar and other pillars related to child protection.
10. Provide support as needed to RSC Eurasia management on a regional level on a wide variety of reporting needs, including compiling information then drafting, editing and designing reports for internal RSC use and/or relevant IOM offices.
11. Demonstrate a comprehensive understanding of the USRAP, SOPs and START and remain professional, impartial and unbiased during all interactions with refugee applicants, colleagues and partners. Support the development and implementation of SOPs as needed.
12. Perform such other duties as may be assigned.

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

### **Education**

- High school diploma with six years of working experience; or, Bachelor's degree in Psychology, Social Work, Social Science or a related field from an accredited academic institution with four years of relevant experience.

### **Experience**

- Prior experience working with youth or on protection-related issues is a distinct advantage

### **Skills**

- Excellent computer skills – Word, Excel and Internet;
- Strong interpersonal and communication skills;
- Attention to detail and ability to organize;
- Self-motivated and objective driven; and,
- Ability to use own initiative and work under pressure with minimum supervision

### **Languages**

Fluency in **English** is required (oral and written).

Ukrainian, Russian, Dari/Pashto are an asset.

### ***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 five values**

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

## Managerial Competencies – behavioural indicators (Level 2)

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional 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:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging

### **Other:**

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 optionally a completed Personal History Form in English** by email to: [rscrecpl@iom.int](mailto:rscrecpl@iom.int) specifying the vacancy reference number **PLVN23-XXX and full name** in the subject line (e.g., "PLVN23-001 – Jane SMITH")

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 10 November to 17 November 2023