

Vacancy Notice

Open for external and internal candidates
extended

Reference Number : **PLVN23-037_01**
Position Title : **Project Assistant (Legal counselling)**
Duty Station : **Warsaw**
Classification : **General Service Staff, Grade 5**
Type of Appointment : **One Year Fixed Term Contract**
Estimated start date : **As soon as possible**
Closing Date : **20 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.

Context:

Under the overall supervision of the Chief of Mission (CoM) in Poland and National Programme Officer and direct supervision of Senior Programme Assistant; and, in collaboration with the Regional Office in Brussels, the successful candidate will be responsible and accountable for the delivery of legal advice to migrants through the Infoline.

Core Functions / Responsibilities:

1. Assist in the coordination, implementation, and monitoring of project activities.
2. Provide information and legal counselling to migrants through Migrant.Info Infoline.
3. Develop information materials on rights and responsibilities to be distributed among migrant beneficiaries.
4. Compile, summarize, analyse, and present information/data on legal topics, highlighting noteworthy issues for the consideration of appropriate parties.
5. Draft correspondence on legal issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
6. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.

7. 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.
8. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
9. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- High school diploma with five years of relevant experience; or,
- Bachelor's degree in Law or related fields from an accredited academic institution with three 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; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- Experience in legal counselling on migration-related topics;
- Experience in preparing and reviewing legal documents;
- Experience in writing and editing leaflets/articles.

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming;
- Knowledge of financial rules and regulations;
- Knowledge of Polish and international migration and asylum law.

Languages

Fluency in **Polish, Russian and English** (oral and written) is required.
Working knowledge of Arabic or any other language is desirable.

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 in English** to iompolandapplications@iom.int email specifying the Vacancy Reference Number **PLVN23-037_01** and full name in the subject line (e.g., "PLVN23-037_01 – 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 15 May 2023 until 28 May 2023

From 13 November 2023 until 20 November 2023