

## Vacancy Notice

### Open to Internal and External Candidates

Vacancy Number : **PLVN 23 059\_02**  
Position Title : **Senior Project Assistant (Compliance - Training)**  
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 : **23 January 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.

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 individuals 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 overall supervision of the Regional Director and direct supervision of the Regional Health Assessment Programmes (HAP) Coordinator, and in coordination with the IOM USRAP Washington Training Coordinator, the Senior Project Assistant (Compliance - Training) will be responsible for supporting all training activities for Migration Health Division (MHD) staff in Eurasia Region with the following duties and responsibilities:

#### **RESPONSIBILITIES AND ACCOUNTABILITIES**

1. Using the IOM core competencies, technical work requirements, and donor requirements as a guide, work and collaborate with the IOM USRAP Washington Training Unit and MHD management to identify training priorities, focusing on training that will improve staff capabilities, skills, and technical knowledge. Prepare and communicate training work plans and keep all stakeholders updated regarding training priorities and plan alterations. Reach-out regularly to staff and managers in Eurasia Region to assess training needs and help them utilize training to meet professional development goals.
2. Complete successfully the annual RMM/USRAP in-person or virtual multi-week Training of Trainers (TOT) Workshop, which reviews the year's thematic trainings, offers guidance on how to present the material, teaches training organization and facilitation skills, advises on the wider role of the Compliance Training position in relation to giving technical training and coordinating training workshops and programs, requires the completion of weekly homework assignments, and necessitates active participation including presenting training material with the purpose of receiving feedback from the facilitators and other participating trainers.
3. Organize all MHD trainings in Eurasia Region, handling the logistics and administrative details of the training sessions, including securing the training venue, organizing IT services, preparing print materials, disseminating agendas, communicating with participants on the training details, arranging travel for participants or facilitators as needed, organizing welcome packets and other materials for participants, preparing the set-up of the room, and cleaning up after the training session is completed.
4. Facilitate the annual thematic trainings released by the IOM Washington Training Unit. Ensure all MHD staff throughout Eurasia Region who are carrying out Migration Health activities receive the thematic trainings they are required to take during the year.
5. Act as a facilitator for other training sessions, ensuring the material and exercises are presented as written and that the facilitation is engaging and dynamic. When not the sole or lead facilitator, provide support to the facilitator(s) as needed and assist in the preparation of instructional materials, presentations, participant workbooks and handouts.
6. As needed, ensure staff in Eurasia Region complete MHD, RMM and USRAP required IOM e-learning courses and other online training sessions as well as required mission-level and external trainings. When training is offered virtually at the global level, assist the Training Unit by communicating with Eurasia Region staff regarding virtual training dates, times, and participation.
7. As required, coordinate or support other learning programs, activities and events within Eurasia Region, such as workshops, wellness weeks, mentoring programs, and seminars. Provide logistical and administrative support, input on content and facilitation methodologies, and coordination with relevant entities such as external companies and facilitators, the Training Unit on budget approval and Staff Development and Learning Unit (SDL) on attendance records.
8. Record staff attendance at all training sessions and submit attendance lists to the SDL and the IOM USRAP Washington Training Unit. Regularly communicate with the Project Manager and Training Coordinator regarding staff who have not received the required trainings and how you plan to have them trained.
9. Collect evaluations of trainings in order to produce demonstrable outcomes and ensure continual improvements are made. Regularly follow up with staff who took trainings to measure how the training knowledge is being applied to their work.

10. Participate in quarterly calls with the Training Coordinator and the Training Team to discuss the trainings that have been given and any challenges or outstanding issues. Prepare quarterly statistical and narrative reports on the training that has been given and the staff who attended and submit to Project Manager and the Training Coordinator.
11. Continually improve facilitation, coordination, communication, and organization skills related to training by engaging in professional development and learning opportunities and actively seeking out knowledge that will enhance and grow the position.
12. Demonstrate a comprehensive understanding of the relevant MHD Standard Operating Procedures (SOPs) technical systems. Demonstrate the ability to remain professional, impartial, and unbiased during all interactions with migrants and colleagues per the IOM Code of Conduct and instruction on the prevention of sexual exploitation and abuse (PSEA).
13. Perform other duties as required.

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

### **Education**

- High school diploma with **six years** of relevant experience; or,
- Bachelor's degree in social sciences or related fields from an accredited institution with a focus on training and education and **four years** of relevant professional experience.

### **Experience**

- Demonstrated experience providing comprehensive training on complex topics to a wide range of cross-cultural audiences, and developing tailored learning materials, including presentations, workbooks, and other learning tools, is required.
- Experience facilitating training in a wide range of training contexts, including in-person, virtual, e-learning and other environments, is required.
- Experience developing training materials utilizing a variety of adult learning methodologies and materials is an advantage.
- Experience identifying, organizing, and carrying out other learning opportunities, including workshops, exchanges, and mentorship programs, is an advantage.
- Experience in the context of an IOM project is a distinct advantage.
- Experience training on humanitarian, social inclusion and protection topics, including age, gender, and diversity, is a distinct advantage.
- Experience with international humanitarian organizations, non-government, or government institutions/organization in a multi-cultural setting, is desired.

### **Skills**

- Excellent public speaking, facilitation, and teaching skills.
- Comprehensive understanding of adult learning methodologies and a variety of approaches to training development and delivery.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- The ability to work independently, solicit and receive feedback, and manage training activities.
- The ability to coordinate regionally and globally with general and professional staff.
- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, and Outlook.

## Languages

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

Working knowledge of one or more of the following languages: Ukrainian, Polish, Russian is 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 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.

### **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, or a completed Personal History Form in English by email to: [rscrcpl@iom.int](mailto:rscrcpl@iom.int)**, specifying the vacancy reference number and full name in the subject line (e.g., "PLVN2023-059\_02 – 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.

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***Posting period:***

From 16 January 2024 to 23 January 2024