

## CALL FOR CV



International Organization for Migration (IOM)  
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Adana, Türkiye.

Vacancy Notice Number:	<b>CFA#TR/2023/42</b>
Position Title:	<b>Project Assistant (Case Work)</b>
Duty Station:	Adana – Türkiye
Classification:	3 months Special Short Term Ungraded Contract– with possible extension
Deadline of Applications:	<b>21 March 2023</b>
Number of People to be hired	1
Eligibility:	Internal & External Candidates

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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **General Functions:**

*Under the overall supervision of the Protection Officer and in close coordination with the National Officer (Protection Psychosocial Support) and the direct supervision of the Psychosocial Support Mobile Team Leader (of Gaziantep, Şanlıurfa, Hatay, or Kahramanmaraş), the incumbent will be responsible for providing case management to the affected populations in line with IOM's Community-Based MHPSS Guideline in Emergencies and Displacement and Inter-Agency Case Management Standard Operating Procedures. S/he will be conducting protection risk assessment and case management, providing individual information counseling, and conducting group-based information dissemination sessions on rights, and available services.*

### **Major Duties and Responsibilities:**

1. Carry out risk analysis, and traditional case management steps according to the program SoPs in coordination with the social workers
2. Identify age, gender, and disability-sensitive risks, threats, vulnerabilities with regular monitoring of wellbeing and negative coping strategies in coordination with the social workers
3. Work closely with other members of the Psychosocial Mobile Team to ensure additional needs are identified, addressed and followed up in line with IOM's Community-based MHPSS response
4. Communicate with service providers to ensure effective and appropriate interventions and follow-up
5. Proactively use and update the integrated service mapping and referral pathways
6. Ensure the proper identification of clients' needs and they are referred and supported in a timely and appropriate manner, with prioritizing safety, confidentiality and meaningful participation
7. Provide regular and accurate data for reporting case management activities as required
8. Provide support to affected population including awareness raising/information dissemination on rights, access to services, regulations and other relevant topics
9. Prepare reports on the sessions conducted and map existing needs
10. Perform such other duties as may be assigned

## **Required Qualifications:**

### **Education**

- University degree in social work, sociology, psychology or in a related field from an accredited academic institution with three years of relevant professional experience or,
- Completed High school degree from an accredited academic institution, with five years of relevant professional experience.

### **Experience:**

- Experience in conducting protection risk assessments and focus group discussions, conflict-sensitive interviews, assessments.
- Experience in social work, community outreach activities, volunteerism, case management, individual and group sessions, and emergency related programing
- In depth knowledge of psychosocial assistance in the humanitarian context and in depth understanding of the consequences of violence and displacement
- Ability to establish and maintain good working relationships in a multi-ethnic, multi-cultural and multi-disciplinary environment.
- Excellent analytical, organizational and facilitation skills
- Strong problem solving and organizational skills
- Experience in using mobile data collection tools, and/or other smartphone applications.

### **Languages:**

- Fluency in **Turkish and/or Arabic** is required.
- Working knowledge of **English** is advantageous.

## **Required Competencies**

The incumbent is expected to demonstrate the following values and competencies:

### **Values**

- **Inclusion and respect for diversity:**  
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- **Integrity and transparency:**  
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
  - Delivers on commitments; manages the organization's resources reliably and sustainably.
  - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- **Professionalism:**  
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
  - Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.

- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

### **Core Competencies** – behavioural indicators *level 1*

- **Teamwork:** Establishes strong relationships with colleagues and partners; relates well to people at all levels.
  - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
  - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
  - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- **Delivering Results:**
  - Produces quality results and provides quality services to clients.
  - Meets goals and timelines for delivery of products or services.
  - Shows understanding of own role and responsibilities in relation to expected results.
- **Managing and sharing knowledge:**
  - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- **Accountability:**
  - Accepts personal responsibility for quality and timeliness of work.
  - Operates in compliance with organizational regulations and rules.
  - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- **Communication:**
  - Presents information using language and sequence of ideas that is easy for recipients to understand.

### **Other:**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Türkiye will be considered.**

### **How to Apply:**

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to [iomtrjobs@iom.int](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Türkiye by the end of **21 March 2023**.

Please note that only shortlisted candidates will be contacted.