

## VACANCY NOTICE



International Organization for Migration (IOM)  
The UN Migration Agency

The International Organization for Migration is seeking qualified candidates holding **Turkish citizenship** for the following position based in Sanliurfa, Türkiye.

Vacancy Notice Number:	SVN#TR/2024/177
Position Title:	<b>Senior Project Associate (Livelihood)</b>
Duty Station:	Sanliurfa – Türkiye
Classification:	6 months Special Short Term Graded Contract (G6)- till 30 June 2025 - with possible extension
Eligibility:	Turkish Nationals
Deadline of Applications:	<b>31 October 2024</b>
Number of People to be hired	1
Category:	Internal & External

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.

At IOM, we welcome applications from qualified professionals, irrespective of their race, religion, skin color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Our policies encourage a workplace free from discrimination and any form of harassment. Qualified women are particularly encouraged to apply for this position. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity)

### **General Functions:**

*With the crisis in Syria in its tenth year, fighting between the government and opposition forces continues to maintain a large regional internal and external displacement crisis. Currently, more than 4.7 million foreign nationals reside in Turkey, including 3.6 million Syrian refugees under Temporary Protection. Turkey is now host to the largest migrant/refugee population in the world, including nationals from Iraq, Afghanistan, Somalia, Iran and Pakistan, among others. The Government of Turkey has set a precedent for refugee response by pursuing a predominantly non-camp approach, with more than 95% of refugees and migrants living within the host community.*

*In line with the Regional Refugee and Resilience Plan (3RP), IOM has been providing multiservice assistance to Syrians including transportation, cash vouchers, shelter repairs, livelihood support and protection, including support to migrant and community centers, reaching approximately 2 million individuals to date, including vulnerable members of the host community. IOM livelihood interventions in Sanliurfa province are planned to be expanded to include the complete spectrum of assistance i.e. cash grants for small business creation, job placement, community farming and entrepreneurship training. The new position of Senior Project Assistant (Livelihood) aims to cover all relevant activities under this portfolio*

*Under the overall supervision of the Senior Programme coordinator (Refugee Response and direct administrative supervision of the Head of Sub office in Sanliurfa and technical supervision of the Recovery and Stabilization Officer based in Gaziantep, incumbent will be responsible for the following tasks:*

## **Major Duties and Responsibilities:**

1. As the focal person of all livelihood activities in Sanliurfa, lead the implementation of all related activities by coordinating with the other relevant units of IOM (logistics, procurement, finance, M&E, and PI) to ensure the coherence of logistical, administrative and technical arrangements of all steps and activities of the program components (Quick Impact Grant/QIG, Job Placement/JP, Entrepreneurship Training/ET and Community Farming/CF).
2. Design and lead the implementation of required assessments (needs, beneficiary, market assessments) among refugee/migrant and host communities to identify viable professions in the local labour market and other livelihood opportunities through field visits and in coordination with the field support staff, to identify vulnerable beneficiaries to be enrolled in suitable income-generating activities through data collecting, filtering, scoring and beneficiary selection based on established project criteria.
3. Assist the selected beneficiaries by facilitating orientation meetings and trainings. Pay follow-up visits to monitor and provide counseling services to support them in the formalization of their businesses.
4. Regarding cash assistance (basic needs, winterization, quick impact grant), in cooperation with procurement unit, conduct vendor assessments to identify suitable vendors at the local level and undertake the vendor selection, coordination, orientation, preparation of agreements and payment documents.
5. Ensure the fulfillment of all steps of the cash modality including the development of the required tools, setting the e-voucher system, distributing cards and mobile devices, coordinating with the CBI team and the procurement team, monitoring the purchasing activities in the field.
6. Identify and classify the potential private companies and the beneficiaries for job placement project. Support the JP focal point for referring the appropriate beneficiaries to the companies, following up on the recruitment, collecting required documents and the rest of the process.
7. Coordinate with the IP for the implementation of the entrepreneurship training and grant project activities in the duty station. Monitor the project activities to ensure IOM standards are maintained. Ensure the provision of the grant to the winner team, follow up the beneficiaries and provide consultancy related to their business startup processes.
8. Lead assessing the potential community farming projects in line with the needs in the agriculture sector in the duty station and implementing the respective activities.
9. Ensure all Livelihood data, reports and records for Sanliurfa are clearly organized and archived.
10. Supervise LH on-call field support staff and project assistant by guiding them and building their capacity in order to facilitate the delivery of high-quality outputs.
11. Assist the PM in improving existing tools of the projects and developing new ones when required.
12. Support the PM in identifying partners and creating opportunities for joint action with local authorities, associations, chambers as well as NGOs to scale-up IOM's Livelihood Program and assist in creating MoUs for new collaborations.
13. Ensure strong coordination with all the relevant stakeholders (government agencies, local authorities, (I)NGOs, UN agencies, chambers, and private sector actors) in the field of Livelihood in Sanliurfa. Participate in coordination meetings (working group and inter-agency meetings) and meetings with local authorities, governmental officers with regards to livelihood related topics in the duty station.
14. Report to the PM and Head of Field Office about projects, provide inputs for reports.
15. Perform such other duties as may be requested.

## **Required Qualifications:**

### **Education:**

- University degree in Political Science, International Relations, Economics, Business Administration, Social Science, or a related field from an accredited academic institution, with four years of relevant professional experience; or
- High school degree with six years of relevant professional experience.

### **Experience:**

- Experience in project management and implementation
- Experience of livelihoods and cash-based approaches or programming
- Proven team management in humanitarian environments with successful examples of local staff management.
- Understanding of relevant international standards
- Experience conducting Market Mapping or Assessments
- Experience liaising with Government counterparts and humanitarian partners.
- Knowledge of the Syrian conflict and its impact on the affected populations.
- Working experience in the region is an asset.

### **Languages:**

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

## **Required Competencies**

The incumbent 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** – behavioral 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.

### **Managerial Competencies<sup>1</sup> – behavioral indicators *level 2***

- Leadership:
  - Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
  - Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
  - Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
  - Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.
- Empowering others and building trust:
  - Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
  - Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
  - Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
  - Gives proper credit to others, shows appreciation and rewards achievement and effort.
- Strategic thinking and vision:
  - Aligns own actions to the Organization's vision, values, and mandate.
  - Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
  - Identifies key issues/priorities in complex situations and how they may be related to one another.
  - Clearly communicates links between the Organization's strategy and the work unit's goals.

### **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.

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<sup>1</sup> As applicable.

**This is a local position and applications from candidates for non-Turkish citizens holding a valid residence permit residing in Türkiye might 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 İlkbahar Mahallesi Konrad Adenauer Caddesi No: 63 Çankaya, Ankara Türkiye by the end of **31 October 2024**.

Please note that only shortlisted candidates will be contacted.