

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 Ankara, Türkiye.

Vacancy Notice Number:	VN#TR/2024/180
Position Title:	Senior Liaison and Policy Associate
Duty Station:	Ankara – Türkiye
Classification:	One Year Fixed Term Contract (G6)- with possible extension
Eligibility:	Turkish Nationals
Deadline of Applications:	07 November 2024
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

General Functions:

Following the conclusion of the negotiations and formal adoption of the Global Compact for Safe, Orderly and Regular Migration (GCM) in Marrakesh and New York in December 2018, IOM as has now formally taken the leadership of the UN Migration Network as Secretariat and Coordinator. This is within the backdrop of the ongoing UN Reform, and the work to better support Member States to achieve the 2030 Agenda. The Republic of Türkiye has been actively engaged in GCM from its adoption to implementation.

In the context of complex regional migration dynamics, the new United Nations Development System (UNDS) as well as its role as the Coordinator of the UN Network on Migration (UNNM), and in line with its IOM's Global Strategy 2024-2028 and mission's strategy and national development plan of the Government of Türkiye, IOM seeks to deepen its engagement with the central and local authorities in Türkiye; United Nations in Türkiye to effectively work in partnership with a wide and diverse range of stakeholders to maximize migration for sustainable development, protect and assist migrants, and ensure no one is left behind.

Under the overall supervision of the Chief of Mission and the direct supervision of the Senior National Liaison and Policy Officer, and in close coordination with Deputy Chief of Mission, the Senior Liaison and Policy Associate will assist in maintaining regular contact with international, governmental, and non-governmental partners and assist in contributing to regular national and regional policy dialogue and policy development in Türkiye with a particular emphasis on two main themes: the Global Compact for Safe, Orderly and Regular Migration (GCM), and UNDS Reform.

Major Duties and Responsibilities:

Summary of Functions:

Assists the Senior National Senior Liaison and Policy Officer in providing substantive support for strategic planning and coordination of IOM partnerships with governmental and non-governmental partners with a particular emphasis on the government and UNCT liaison.

Core Functions / Responsibilities:

Support for strategic planning and coordination with a particular emphasis on the government and UNCT liaison.

1. Assist in the organization of Chief of Mission's and Deputy Chief of Mission's calendar and meetings, as well as assist in organization of Senior Policy and Liaison Officer's meetings.
2. Support preparing talking points and meeting minutes in close coordination and cooperation with the Project Support Unit (PSU) and Senior National Policy and Liaison Officer.
3. In coordination with the Senior National Liaison and Policy Officer and PSU, support in IOM's engagement in United Nations inter-agency and multilateral initiatives, by preparing preliminary drafts, including documents relevant to IOM's main working areas by prioritizing GCM.
4. Support the Senior National Liaison and Policy Officer in maintaining strong and regular relations and communications with relevant officials in the Government of Türkiye, especially at the national level, as well as in civil society organizations and the UNCT. This includes accompanying the Senior National Liaison and Policy Officer at events and meetings with senior -government counterparts and members of the UNCT.
5. In coordination with the Senior Policy and Liaison Officer, organize, draft and review written outputs, e.g. draft background papers, analysis, sections of relevant documents, reports and studies, inputs to publications as part of IOM's broader advocacy on migration issues.
6. Assist Senior National Liaison and Policy Officer in maintaining regular liaison with international, governmental and non-governmental partners.
7. Support in organizing high-level events within the Chief of Mission Office and/or migration policy events and capacity building for governmental and key partners.
8. Plan, coordinate and provide logistical support for other IOM mission's events in Türkiye and organize meetings with relevant internal and external entities in Türkiye in coordination with Senior National Liaison and Policy Officer or relevant programmatic units
9. Support the Senior National Liaison and Policy Officer with researching, collecting and analyzing relevant information on priority policy and merging issues within the field of migration and assists in policy formulation related to these issues, compiles and drafts summary reports;
10. Assist the Senior National Liaison and Policy Officer with monitoring developments in the field of migration and related governmental policies, affecting the work of the organization.
11. Provide support and research, compiles, and summarizes materials on Government of Türkiye's migration policy related issues. Support in monitor and analyzing migration policies and trends in Türkiye and the broader region.
12. Regularly research, follow-up, compile, analyze and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues for the consideration of appropriate parties.
13. Support arranging appointments for IOM's networking activities with relevant stakeholders and assists in providing targeted background information in cooperation with relevant IOM offices including Regional Office in Vienna;
14. Supports the Senior National Liaison and Policy officer in outreaching activities at national level on the International Migration Review Forum (IMRF) including the support for participation

- into global/regional process, to the preparation of the GCM Voluntary National Reviews (VNRs) and promotion of whole-of-government and whole-of-society approaches throughout the GCM implementation, follow-up, and review process;
15. Provide unofficial written and oral translation from English to Turkish and vice versa;
 16. Coordinate the preparation of correspondence, briefing notes, presentations, and narrative; ensure status reports are prepared and submitted in a timely manner within CoM office.
 17. Track all meetings occurred with the central and local government authorities within the mission and support Senior Liaison and Policy Officer to coordinate government liaison within the mission through periodic meetings with field offices.
 18. Perform such other related duties as may be assigned.

Required Qualifications:

Education:

- High School diploma with six years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience.

Experience:

- Experience in liaising with governmental authorities, national/international institutions, United Nation's 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.
- In depth knowledge of the broad range of migration related subject
- Knowledge of UN and IOM system as well as knowledge of relevance complementary strategies of the Government of Türkiye and broader in migration management

Languages:

- Fluency in **English and Turkish** is required.

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.
 - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
 - Promotes the benefits of diversity; values diverse points of view and demonstrates this in daily work and decision making.
 - Challenges prejudice, biases and intolerance in the workplace.

- 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.
 - Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
 - Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Professionalism:
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Seeks to raise professional standards in self and others through daily work and activities.
 - Adapts quickly to change and is decisive and versatile in face of uncertainty.
 - 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 – behavioral indicators *level 2*

- Teamwork:
 - Fosters a sense of team spirit by developing a shared understanding, accountability, and enthusiasm for the team's work.
 - Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
 - Shares credit for team accomplishments and ensures that the contribution of others is recognized.
 - Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.
- Delivering results:
 - Produces high-quality results and workable solutions that meet clients' needs.
 - Anticipates constraints, identifies solutions, and takes responsibility for addressing critical situations.
 - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
 - Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.
- Managing and sharing knowledge:
 - Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
 - Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
 - Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
 - Contributes to an environment that is conducive to innovation and learning.
- Accountability:
 - Proactively seeks responsibility in delivering towards the goals of the Organization.
 - Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.

- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable
- Communication:
 - Speaks and writes clearly and effectively.
 - Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
 - Listens and seeks to understand without bias and responds appropriately.
 - Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

Managerial Competencies¹ – 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

¹ As applicable.

country located within commuting distance, and work permit, 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 or to IOM İlkbahar Mahallesi Konrad Adenauer Caddesi No: 63 Çankaya, Ankara Türkiye by the end of **07 November 2024**.

Please note that only shortlisted candidates will be contacted.