

## 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:	<b>VN#TR/2024/49</b>
Position Title:	<b>Project Associate</b>
Duty Station:	Ankara – Türkiye
Classification:	One Year Fixed Term Contract (G5)- with possible extension
Eligibility:	Turkish Nationals
Deadline of Applications:	<b>30 May 2024</b>
Number of People to be hired	1
Category:	Internal

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:**

*Under the overall supervision of the Senior Programme Coordinator (SPC) in Ankara and direct supervision of the National Project Officer (NPO); and, in collaboration with relevant support units in the Türkiye Mission, the successful candidate will support the coordination and leadership of the 4-year, 50 Million Euro, EU-Funded “Promoting Sustainable and Socially Inclusive Labour Market Integration” project.*

*Türkiye hosts the largest refugee population in the world, with over 4.6 million foreign nationals living in the country, including approximately 3.2 million Syrians under Temporary Protection (SuTPs) and around 300,000 Persons under International Protection (PuIPs). Given the considerable size and diversity of the migrant and refugee population, providing means for their social and economic integration is a very challenging process for both national and local authorities. Türkiye was also hit by a series of debilitating earthquakes in February 2023, which caused widespread displacement, damage and disruption in 11 provinces that already hosted half of the SuTPs and PuIPs in the country. The disaster affected the local labour market dynamics, skills needs and social cohesion in the region.*

*In response to the challenges, the “Promoting Sustainable and Socially Inclusive Labour Market Integration” project aims to increase formal employment of SuTPs, PuIPs and host community members and strengthen the harmonization process in Türkiye. The project will be implemented by the International Organization for Migration (IOM) in partnership with the Ministry of Labour and Social Security (MoLSS), the Social Security Institution (SSI) and the Presidency of Migration Management (PMM) of the Ministry of Interior. The project has a total budget of EUR 50,000,000 and a duration of 48 months.*

*The project will propose a two-prong approach that will ensure that targeted populations have improved levels of employability and are better integrated in their host communities. This will be done by strengthening*

*the institutional capacities at the national and provincial level for delivering efficient employability and integration services for the targeted populations. The project will also promote respect for all groups, without distinction of race, gender, religion, colour, national origin, marital status, age, and physical disability, and pay special attention to the needs of vulnerable and disadvantaged groups, such as women, youth, and persons with disabilities.*

*The main beneficiary institutions of the project are MoLSS, SSI and PMM. The target groups of the project are government institutions, non-government institutions, employers, employability service users and private sector partners involved in the labour market and harmonization process. The final beneficiaries of the project are SuTPs, PuIPs and host community members.*

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

1. Provide administrative assistance to the National Project Officer coordinating the implementation of the project by preparing documentation and maintaining records on project implementation and progress.
2. Coordinate office support services for meetings, trainings, seminars, committees, and special projects and events; attend meetings, prepare minutes, monitor follow-up activities; make arrangements for formal editing, translation, etc., of documents and publications;
3. Act as focal point for coordination of project procurement, involving extensive liaison with Supply Chain Unit, diverse implementation units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
4. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
8. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
9. Provides guidance/training to new/junior staff.
10. Perform other related duties as assigned.

### **Required Qualifications:**

#### **Education:**

- School diploma with five years of relevant experience; or,
- Bachelor's degree from an accredited academic institution with three years of relevant professional experience.

#### **Experience:**

- Experience in liaising with a broad range of stakeholders to achieve compliance with IOM rules and regulations.
- Minimum 2 years of experience in procurement or supporting supply chain operations in IOM;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Knowledge of financial rules and regulations.
- Knowledge of IOM Procurement rules and systems

- Advanced stakeholder management skills

### **Languages:**

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

### **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 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:**

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.

**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 Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Türkiye by the end of **30 May 2024**.

Please note that only shortlisted candidates will be contacted.