

VACANCY NOTICE



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 Izmir, Turkey.

Vacancy Notice Number:	SVN#TR/2022/176
Position Title:	Project Assistant
Duty Station:	Izmir– Turkey
Classification:	6 months Special Short Term Graded Contract (G4)- with possible extension
Deadline of Applications:	18 July 2022
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:

As a consequence of enhanced surveillance along borders with Turkey (Bulgaria- Turkey and Greece-Turkey) the main migration flows from Turkey towards the EU are now taking place via the Mediterranean Sea route. Since September 2015, IOM enhanced its presence in Izmir and nearby provinces and is providing humanitarian support for migrants and refugees rescued at sea including protection, NFI and food assistance.

Under the overall supervision of Emergency coordinator and the direct supervision of the Head of Sub Office, the incumbent will be responsible for,

Major Duties and Responsibilities:

1. Provide assistance to project assistant for the preparation of periodic and ad- hoc reports, situation, thematic and operational reports, minutes of meetings according to IOM formats as required, and update regularly.
2. Coordinate with IOM field assistants and social workers on periodic and ad- hoc reporting. Follow up on the timely preparation of all reports
3. Create fact sheets which have migrants and refugee information regarding İzmir, Dikili, Çeşme, Küçükkuyu, Ayvalık, Kuşadası and Sığacık.
4. Disseminate relevant information material in a timely and quality manner;
5. Support project assistant in developing appropriate tools to ensure that information from all locations is available to the team.
6. Support Izmir office in all administrative jobs as required
7. Perform such other duties as may be assigned

Required Qualifications:

Education:

- High school degree/certificate with minimum four years of relevant work experience; or,
- Bachelor's Degree from an accredited institution with minimum two years of relevant work experience.

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.
- **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 Turkey 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 or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **18 July 2022**.

Please note that only shortlisted candidates will be contacted.