



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates CONSULTANCY ANNOUNCEMENT

Position Title : **Mapping and Strategy Airport Assistant**  
Duty Station : **Germany**  
Reference Code : **CS-DE1-2019-04**  
Classification : **Fee-based Consultancy**  
Type of Appointment : **Consultancy**  
Estimated Start Date : **As soon As Possible**  
Closing Date : **04 September 2019**

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.

### **Context:**

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The Federal Republic of Germany has been a member of IOM since 1954. IOM staff in Berlin, Nuremberg and Brandenburg implements in cooperation with governmental and non-governmental partners projects in the area of migration.

The main areas of activity in Germany are projects on resettlement and family reunion as well as assisted voluntary return and reintegration. This includes the AVRR projects REAG/GARP and StarthilfePlus programme, as well as return counselling centres, information on the countries of return and specific reintegration support.

The IOM mission in Berlin is also the liaison office for cooperation on migration international IOM projects in the areas of humanitarian aid, peacebuilding and combatting human trafficking, which are supported by the German government.

For the strategic planning of the newly founded Airport Assistance Unit in Germany, the mission plans to set up a mapping on Airport Assistance options in Germany as well as developing possible workflows.

### **Core Functions / Responsibilities:**

- Mapping and summarizing Airport Assistance actions of IOM Missions in Europe including three examples of organizational set up options;
- Create a workflow for ticketing and invoicing, considering IOM Global Agreements and bookings of medical AVRR cases for IOM Germany's current structure;
- Drafting of an implementation strategy of an Airport Assistance for the IOM Mission in Germany

### **Required Qualifications and Experience:**

#### **Education**

- Graduate University degree in Travel and Tourism, International Relations or comparable fields;

## **Experience**

- Working experience in the field of AVRR;
- Prior work experience with IOM and/or United Nations agencies of advantage
- Working experience with AMADEUS system

## **Languages**

- Fluent in English. Other UN languages of advantage.

## **Required 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 any challenges.

### **Core Competencies**

- 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.

IOM's competency framework can be found at [this link](#).

### **Technical**

- Regular visits of IOM Offices in Germany are planned for this Consultancy;
- Adherence to absolute confidentiality and signing of a non-disclosure clause;

### **Other:**

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

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Germany will be eligible for consideration.

### **How to apply:**

Qualified candidates should send their application documents including a brief (maximum 1 page) statement of interest and a quotation to the HR Department of IOM Germany ([HRDGermany@iom.int](mailto:HRDGermany@iom.int)).

Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

***Posting period:***

From 21 August 2019 to 04 September 2019

***Contact***

International Organization for Migration / Germany

Human Resources

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