



Open to Internal and External Candidates SPECIAL VACANCY NOTICE

Position Title : **Operational Clerk (REAG/GARP Re-entry)**
Duty Station : **Nuremberg, Germany**
Reference Code : **SVN-DE1-2017-05-EXT**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special Short Term (40hrs/week)**
Estimated Start Date : **As soon as possible**

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:

Under the overall guidance of the Chief of Mission (CoM), and under the direct supervision of the Project Manager (REAG/GARP), the incumbent is responsible for various project related tasks.

Core Functions / Responsibilities:

- Verifies and processes payment-related notifications from local authorities in connection with migrants who re-entered Germany and who had received any financial assistance under the AVRR programs REAG/GARP;
- Enters personal data into a specifically designed data system for statistical purposes and financial management; maintains all records for future references under the IOM-established filing system;
- Issues appropriate payment requests to the re-entered migrants;
- Provides information to authorities and re-entered migrants on repayment modalities and requirements as well as to the inquiring lawyers, district councils and welfare institutions, to implement the program guidelines;
- Monitors the repayment of financial assistance in a timely manner and issues written reminders as necessary;
- In coordination with Admin/Finance Resource Management prepares bi-monthly/on-going financial reports of received repayments for internal and external dissemination;

- Liaise with representatives of the Federal States and BAMF in re-entry related issues.
- Supports in the preparation of yearly financial and narrative donor reports.
- Conduct case-related work
 - Reviews and processes applications for AVRR and 3rd country migration; to this effect obtains necessary information and/or documents from applying entities or migrants;
 - Provides specific information on bookings and special arrangements e.g. escorts or medical clearances, to AVRR applicants and/or applying entities; obtains and processes national or international flight bookings or ground transportation. Checks and verifies best routings and fares, obtains up-to-date information regarding travel documents, transit requirements en route and exit/entry regulations;
 - Generates and verifies confirmations of AVRR and SMAP, including additional financial assistance (GARP/Starthilfe) in the IOM computer system MiMOSA and forwards these to the respective applying entity and, if required, the IOM service provider in Frankfurt;
 - Coordinates necessary immediate actions in case of cancellations, re-bookings to avoid additional program costs;
 - Provides guidance on AVRR/REAG-GARP procedures and requirements to applying, Social Welfare and local entities, foreigners offices, NGOs and/or potential migrants;
- Supports in day-to-day administrative activities.
- Performs any other duties as assigned by the immediate supervisor or the CoM.

Required Qualifications and Experience

Education

- Secondary School Diploma and minimum three years of relevant working experience OR Bachelor degree in Business/Public Administration or alternatively an equivalent combination of relevant training and experience and minimum one year of relevant working experience.

Experience

- Working experience in the field of administration and/or migration issues including counselling;
- Familiarity with German Asylum regulations and EU-grant guidelines and advantage;
- Confirmed interest in operational activities and in the functioning of an international organization;
- High level of computer literacy in standard MS products.

Languages

Excellent knowledge of spoken and written German and English. Knowledge of other official IOM language is an advantage.

Required Competencies

- Accountability – Follows all relevant procedures, processes, and policies; meets deadline, cost, and quality requirements for outputs and monitors own work to correct errors;
- Client Orientation - Identifies the immediate and peripheral clients of own work, establishes and maintains effective working relationships with clients;
- Continuous Learning – Demonstrates interest in improving relevant skills and keeps abreast of developments in own professional area;
- Communication – Actively shares relevant information, clearly communicates, and listens to feedback on, changing priorities and procedures; listens effectively and communicates clearly, adapting delivery to the audience;
- Professionalism - Masters subject matter related to responsibilities; identifies issues, opportunities, and risks central to responsibilities; treats all colleagues with respect and dignity and works effectively with people from different cultures by adapting to relevant cultural contexts;
- Teamwork - Actively contributes to an effective, collegial, and agreeable team environment; contributes to, and follows team objectives and seeks input and feedback from others;
- Technological Awareness - Learns about developments in available technology.

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

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:

Interested candidates are invited to submit their application including a CV and a cover letter not exceeding more than one page, relevant certificates and references by email to 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.