



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates SPECIAL VACANCY NOTICE

Position Title : **Research Assistant
(Mapping Exercise Returning to New Opportunities)**
Duty Station : **Berlin, Germany**
Reference Code : **SVN-DE1-2018-01-EXT**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special-Short-Term (until 31 December 2018)**
Estimated Start Date : **June 2018**
Closing Date : **29 May 2018**

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), under the direct supervision of the National Project Manager and Liaison Officer, the Research Assistant support the implementation of a mapping exercise to prepare an overview and database of existing initiatives supporting the return and reintegration of migrants for selected countries of origin. In particular the incumbent will perform the following duties and responsibilities:

Core Functions / Responsibilities:

- Assists in the development and update of standardized survey instruments and research tools that ensure comparability of data for the exercise including data collection guidelines, questionnaires as well as sampling criteria.
- Collect data by inter alia conducting desk analysis based on existing data, additional quantitative and qualitative surveys and expert interviews.
- Contribute to the development of an appropriate research methodology and implementation plan for the mapping exercise for Egypt, Gambia and Pakistan in cooperation with IOM missions and update existing mappings in more than 10 countries on regular basis;
- Verify accuracy of the information provided on reintegration opportunities and keep track on progress as well as support with informal translations of the updated/newly prepared mapping databases from English into German;

- Support the establishment and preparation of database as per the terms of reference provided by the donor;
- Monitor project implementation, reports to the direct supervisor on the project status and possible challenges and propose adjustments as necessary.
- Prepares regular status project reports on the project activities; assists in the preparation of regular and specific narratives reporting requirements as well as ad hoc material;
- Draft final donor report.
- Performs any other duties that may be assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- Bachelor degree in Political Science, Migration Studies, International Relations or a related field from an accredited academic institution, with at least three years of relevant professional experience, preferably in similar roles;

OR

- Completed High School degree from an accredited academic institution, with at least five years of relevant professional experience.

Experience

- Experience in social research, preferably in the field of migration.
- Knowledge of survey methodology and experience in data collection (quantitative and qualitative).
- Expertise in analyzing and visualizing statistical and survey data and report writing.
- Knowledge of German and EU migration policies, with a focus on Assisted Voluntary Return and Reintegration is an added advantage;
- Experience of working with international organizations is an advantage;
- Excellent writing and reporting skills in English and German;
- Excellent communication skills;
- Demonstrated proficiency with Microsoft Office applications, including Excel and PowerPoint is required;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;

Languages

Excellent knowledge of English and German; knowledge of other official IOM language is an advantage.

Required Competencies

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;

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 cover letter not exceeding more than one page, CV and 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.

Posting period:

From 15 May 2018 to 29 May 2018