



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

VACANCY NOTICE

(One Vacancy Available)

Position Title : **Operations Assistant**
Duty Station : **Nuremberg, Germany**
Reference Code : **SVN-DE1-2021-11**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Special-Short-Term – up to 9 months (40hrs/week)**
Estimated Start Date : **As soon as possible**
Closing Date : **06 October 2021**

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 the National Movements and Migrant Assurances Officer and under the direct supervision of the Senior Operations Assistant, the incumbent will be responsible and accountable for the operations activities related to airport assistances and related components in the mission. Within delegated authority, the Operations Assistant will be responsible for the following specific duties:

Core Functions / Responsibilities:

- As per established guidelines and standards, coordinates arrival assistance requests originating from IOM Germany and other missions; ensures the proper airport assistance based on the request, and reports to the respective missions in a timely manner;
- Ensures that relevant units at IOM Germany as well as transit/receiving missions receive timely confirmations about departures of voluntary returnees, as well as any changes or difficulties encountered during the departure;
- Assists in coordinating movements and assistances to migrants;
- Liaises with all key players at the airport and addresses any issues or concerns of the airport authorities with the Senior Operations Assistant;
- Oversees the preparation of daily departures and payment lists and shares them with relevant counterparts;
- Trains airport staff members in all aspects of airport assistance; ensures they remain updated on new procedures, program requirements and other developments;

- Monitors the incoming and outgoing communications regarding migrants' movement for departures, transits and arrivals;
- Provides inputs for the development of procedures and practices to improve the efficiency of process delivery;
- Supports the supervisor by drafting background information, reports and presentations in the relevant areas of responsibilities;
- Reports on the costs incurred by IOM passengers to Senior Operations Assistant and relevant internal departments as well as IOM sending or receiving missions; research for cost efficient solutions related to airport operations;
- Acts as a back-up for the Senior Operations Assistant when she/he is away;
- Performs any other duties as assigned by the immediate supervisor and/or CoM

Required Qualifications and Experience

Education

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

OR

Secondary School Diploma with specialized focus in Business/Public Administration or alternatively, an equivalent combination of relevant training and experience and at least four years of relevant working experience.

Experience

- High level of computer literacy with specific proficiency in MS Excel and Access;
- Diploma in IATA Standard in an advantage
- Knowledge of German institutions and German migration policies is an asset;
- Familiarity with German Asylum regulations and EU-grant guidelines is an advantage;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;

Languages

Excellent knowledge of spoken and written German; fluent in spoken and written English. Knowledge of other official IOM language an advantage. Knowledge of Arabic, French or Russian is an 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 day-to-day challenges.

Core Competencies

- 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 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 23 September 2021 to 06 October 2021

Contact

International Organization for Migration / Germany
Human Resources
Corinna Bastien
Email: HRDGermany@iom.int