



Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Counselling Clerk**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2017-06**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **One Year Fixed Term**
(Part-time: 20–30 hrs/week)
Estimated Start Date : **01.01.2018**
Closing Date : **14 December 2017**

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 supervision of the Chief of Mission (CoM) and in direct supervision of the Head of Operations/Liaison, the incumbent will support the implementing the project “Return Counselling Centre” in Berlin/Brandenburg.

Core Functions / Responsibilities:

- Provides AVRR Counselling at the Counselling Center in Berlin and Brandenburg and maintains network for Assisted Voluntary Return Counselling (AVR) in the federal state of Brandenburg.
- Assists in the development and implementation of an outreach strategy to inform the target group about provided counselling service in Brandenburg and available support for voluntary return and reintegration.
- Assists in the development of Project information materials/flyer and distributes information and public relations concerning the counselling centre and its work.
- Provides information and counselling about voluntary return including up-to-date, objective and reliable information on the situation in countries of return, about offers of support for Assisted Voluntary Return (AVR), about potential additional (municipal) incentives and assistance schemes, about partner organizations, state-run and private contact points and local relief organizations and arranging contacts with these institutions for persons seeking information;

- Regularly collaborates with employees of the ZABH Eisenhüttenstadt Brandenburg and hold consultations with all network partners e.g. migration and refugee counselling centers, MSOs, alien's offices and other relevant authorities in the state of Brandenburg;
- Participates in meetings to exchange information and to coordinate the work of the center;
- Exchange experiences and collaborates with other colleagues in the sector of migration counselling in Brandenburg.
- Organizes and prepares regular meetings and joint thematic events targeting other migration actors in Brandenburg.
- Perform any other duties as assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- Secondary school diploma and three years of relevant working experience
- Or
- University degree in Political or Social Sciences or Social Work/Pedagogy, education as Social Councillor or an equivalent combination of training and experience;

Experience

- Relevant working experience concerning migration issues and/or project-related work and Counselling services;
- Very good presentation skills combined with good writing skills to draft clear and concise reports.
- IT skills in standard MS products (Word, Excel, Power Point) as well as Outlook;

Languages

Fluent 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

- Client Orientation – Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries;
- 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 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 30 November 2017 to 14 December 2017