



Open to Internal and External Candidates

VACANCY NOTICE

(Multiple Vacancies)

Position Title : **Operations Clerk (AVRR Reclaiming Proceeding)**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2018-02**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **One Year Fixed Term (40hrs/week)**
Estimated Start Date : **01.02.2018**
Closing Date : **23 January 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), the overall supervision of the Head of Operations and under the direct supervision of the Senior Project Assistant (Project Manager REAG/GARP I) and the 2nd Manager Senior Project Assistant SHPlus (Project Manager SHPlus), the incumbent is responsible for various project related tasks.

Core Functions / Responsibilities:

- Supports the implementation of reclaiming proceedings according to program guidelines of the relevant AVRR programs. This concerns migrants who re-entered Germany or migrants who did not travel and who had received any financial assistance under the AVRR programs;
- Research and compile relevant AVRR programs (current and expired programs), especially about the aspects of the reclaiming proceedings, guidelines of the reclaiming procedure and legal policies and on financing the relevant program components;
- Collects relevant data needed for the case from the IOM internal data base MiMOSA, case file and/or documentations from the IOM Finance Resource Management;
- 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 migrants;

- Informs authorities and 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;
- Assists with the coordination with the representatives of the Federal States and BAMF to clarify questions of doubt in the recovery proceeding process to find concertation of interests of all parties involved;
- Supports in the preparation of yearly financial and narrative donor reports;
- 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 three years of relevant working experience

OR

- University degree in Business/Public Administration/Social Sciences or alternatively an equivalent combination of relevant training and experience and 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

Fluent knowledge of English and German. 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
- 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 09 January 2018 to 23 January 2018