

Open to Internal and External Candidates

VACANCY NOTICE

(multiple positions)

Position Title : **Project Assistant (AVRR Counselling)**
Duty Station : **Rhineland-Palatinate, Germany
(across multiple locations)**
Reference Code : **VN-DE1-2022-34**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed-Term Contract – 12 Months
(20-40hrs/week, part-time option),
with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **14 December 2022**

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall guidance of the Chief of Mission (CoM), and under the direct supervision of the Senior Programme Assistant (AVRR) and in close coordination with the Project Assistants the incumbent will be responsible for providing counselling services for migrants in different locations in Rhineland-Palatine (inter alia Trier, Hermeskeil, Mannheim and others), Germany, with a particular focus on Assisted Voluntary Return and Reintegration (AVRR) and outreach activities in that field.

The incumbent will be part of a mobile team, including daily travel throughout the state of Rhineland-Palatinate to provide services to migrants and IOM counterparts. Any travel costs are covered or reimbursed by IOM.

Specifically, the incumbent is expected to perform the following:

Core Functions / Responsibilities:

1. Assist in planning, organizing and delivering the AVRR counselling service to migrants in several locations in Rhineland-Palatine (e.g. asylum reception centres)

2. Visit and counsel migrants in appointed areas in relation to AVRR and what it entails for migrants throughout the process;
3. In coordination with the Programme Assistant, provides information and counselling on relief offers, governmental support and/or private services to potential returnees;
4. Provides up-to-date, objective and reliable information on AVRR support available and, if possible, the situation in countries of return, and by doing so, assists in migrant's informed decisions on return or other available options, as required, initializes support concerning return and reintegration;
5. Refers the migrants for further counselling pertaining to vulnerabilities identified and regarding asylum and legal possibilities to stay, if applicable
6. Maintain records of all activities and contacts with applicants as well as individual inquiries and report these records periodically in a timely manner;
7. Support the Programme Assistant in annual project reporting and monitoring to the donor as well as in sharing of information with other IOM Missions or counterparts;
8. Supports the Programme Assistant with design materials for outreach and visibility of the availability of return-counselling in the reception centers.
9. Exchanges experience and collaborates with other players in the sector of migration counselling in Germany;
10. Supports the organization and preparations of regular meetings and joint thematic events targeting other migration actors in different locations in Germany;
11. Assists the Programme Assistant in the development and implementation of a strategy to inform the target group about possibilities of the voluntary return through the existing programs in Rhineland-Palatine;
12. Acts as a replacement of team members when and if necessary;
13. Performs any such other duties as may be assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

Completed High School degree from an accredited academic institution, with four years of relevant professional experience in the field of migration.

OR

University degree in Social Work, Social Science, Social pedagogics or a related field from an accredited academic institution, with up to two years of relevant professional experience, preferably in similar roles;

Experience and Skills

- Counselling in a social context (preferably migration)
- Experiences of working with vulnerable groups an advantage
- Demonstrated experience and knowledge on migration with a focus on implementing and processing AVRR activities in Germany is an asset;
- Previous work experience with national, regional or international public bodies and knowledge about the AVRR landscape in Germany would be an advantage;
- Driver's license and willingness to travel is required

- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

Languages

Fluency in English and German is required. Knowledge of another official IOM language (French, Spanish) or Macedonian, Serbian, Russian or Arabic is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and 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 – behavioural indicators *level 1*

- 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.

IOM's competency framework can be found under the following [link](#).

Other

IOM is committed to a diverse and inclusive environment.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The appointment will be subject to certification that the candidate is medically fit and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only applicants holding a valid residence and work permit in Germany will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications including a cover letter (not exceeding one page), CV and relevant certificates and references by email at iomdejobs@iom.int.

Please indicate your name, reference code and position title in the email subject.

Due to the large volume of applications, only shortlisted candidates will be contacted.

Posting period:

From 1 December 2022 to 14 December 2022

Contact:

International Organization for Migration / Germany
Human Resources Team
Niko Amoiridis
Email: iomdejobs@iom.int