

**Open to Internal and External Candidates**  
**VACANCY NOTICE**  
(multiple positions)

Position Title : **Operations Assistant (AVRR Counselling)**  
Duty Station : **Rhineland-Palatinate, Germany**  
**(across multiple locations)**  
Reference Code : **VN-DE1-2022-41**  
Classification : **General Service Staff, Grade G5**  
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 functions:

***Core Functions / Responsibilities:***

1. Coordinates and assists with the implementation of all project activities in compliance with IOM internal policies and procedures as well as the requirements of the donors;

2. Assists the Senior Programme Assistant with the coordination and the delivery of the AVRR counselling project services to migrants and relevant stakeholders in Germany. Conducts regular checks on the adherence of existing procedures;
3. Monitors processes and schedules related to the project work plan and spending; where applicable, assists in the verification of accuracy of documents, reports, etc. to ensure correctness and compliance with relevant guidance material;
4. Prepares project reports in coordination with the Senior Programme Assistant and the Finance Assistant (Budgeting, Monitoring and Reporting);
5. Organizes project events, meetings, and seminars in collaboration with external stakeholders such as immigration authorities and other stakeholders in the sector of migration counselling
6. Researches, compiles, and drafts information materials, presentations and other visibility materials for reports, plans, studies, briefings, training, meetings/conferences, etc.
7. Assists the Senior Programme Assistant and Media Focal Point with media and press issues, proofreads documents, and edits text and/or numerical values for accuracy, style and adherence to established format standards;
8. Performs general administrative tasks to support the project implementation, including the preparation and/or processing of administrative requests/documents
9. Undertakes duty travels and participate in meetings and/or events as required;
10. Performs any other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

University degree in Political Science, Migration Studies, International Relations or a related field from an accredited academic institution, with 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 and Skills**

- Strong organisational skills including experience contributing to the management of projects is a requirement;
- Knowledge of German and EU institutions and German and EU migration policies is an asset;
- Demonstrated experience and knowledge on migration with a focus on AVRR is an asset;
- Previous work experience with national, regional or international public bodies and knowledge of 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](mailto: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 01 December 2022 to 14 December 2022

***Contact:***

International Organization for Migration / Germany

Human Resources Team

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