

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Operations Assistant
(Medical and Vulnerable Migrant Assistance)**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2022-21**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One Year Fixed-Term Contract – 12 Months (40hrs/week),
with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **30 June 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 the National Movements and Migrant Assurances Officer, as well as the direct supervision of the Senior Operations Assistant, the Operations Assistant (Medical and Vulnerable Migrant Assistance) provides technical and administrative support.

Core Functions / Responsibilities:

1. Coordinate and assist with the implementation of all project activities in compliance with IOM internal policies and procedures as well as the requirements of the donors;
2. Conducts regular checks on the adherence of existing procedures;
3. Supports the Senior Operations Assistant in organising the unit's work;

4. 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;
5. Prepares project reports in coordination with the Senior Operations Assistant, the Finance Assistant (Budgeting, Monitoring and Reporting) and Focal Points in involved IOM Missions;
6. Supports the selection, contracting and monitoring of external experts for the external services provided;
7. Organizes project events, meetings, and seminars in collaboration with IOM offices and external stakeholders;
8. Researches, compiles, and drafts information materials, presentations and other visibility materials for reports, plans, studies, briefings, training, meetings/conferences, etc.
9. Coordinates the cooperation with local IOM missions in specific countries of origin, as defined in the project.
10. Assists the Senior Operations 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;
11. Performs general administrative tasks to support the project implementation, including the preparation and/or processing of administrative requests/documents;
12. Undertakes duty travels and participates in meetings and/or events as required;
13. Performs any other duties as assigned by the CoM and/or the immediate supervisor.

Required Qualifications and Experience

Education

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

- 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 would be an advantage;
- Strong organizational skills, including experience contributing to the management of projects is a requirement;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

Languages

Fluency in both English and German required. Knowledge of another official IOM language (French, Spanish) 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 HRDGermany@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 16 June 2022 to 30 June 2022.

Contact:

International Organization for Migration / Germany
Human Resources Team
Tatjana Weidinger
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