



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Assistant (AVRR Counselling)**
Duty Station : **Bremerhaven, Germany**
Reference Code : **VN-DE1-2020-09**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed Term Contract (40 hrs/week)**
Estimated Start Date : **As soon as possible**
Closing Date : **29 June 2020**

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 the direct supervision of the National Policy and Project Support Officer, and in close coordination with the Programme Assistant the incumbent will be responsible for providing counselling services for migrants in Bremerhaven, Germany, with a particular focus on Assisted Voluntary Return and Reintegration (AVRR). In particular, the incumbent will be responsible for the following specific duties:

Core Functions / Responsibilities:

- Assist in planning, organizing and delivering the AVRR counselling service to migrants in Bremerhaven;
- Counsel migrants in relation to AVRR and what it entails for migrants throughout the process;
- In coordination with the Programme Assistant, provide information and counselling on support available to potential returnees;
- Provide up-to-date, objective and reliable information on AVRR support available and, if possible, the situation in countries of return, and by doing so, assist in migrants' informed decisions on return or other available options, as required, initialize support concerning return and reintegration;
- Refer the migrants for further counselling pertaining to vulnerabilities identified and regarding asylum and legal possibilities to stay, if applicable
- Maintain records of all activities and contacts with applicants as well as individual inquiries and report these records periodically in a timely manner;
- 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;
- Support the Programme Assistant with design materials for outreach and visibility of the availability of return-counselling in Bremerhaven Exchanges experience and

- collaborate with other players in the sector of migration counselling in Germany;
- Support the organization and preparations of regular meetings and joint thematic events targeting other migration actors in different locations in Germany;
- Assist the Programme Assistant in the development and implementation of a strategy to inform the target group about possibilities of voluntary return in Bremerhaven
- Act as a replacement of team members when and if necessary;
- Perform 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

- Counselling in a social context (preferably migration)
- Willingness to travel is highly recommended
- 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
- Previous work experience with national, regional or international public bodies in Germany would be desirable
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required

Languages

Fluency in spoken and written English and German. Knowledge of other official IOM language (French, Spanish) an advantage as well as knowledge of Albanian, Arabic, Georgian, Serbian or Russian.

Required 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

- 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 at this [link](#).

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 as well as the Questionnaire on Mandatory Requirements 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 15 June 2020 to 29 June 2020

Contact

International Organization for Migration / Germany
Human Resources
Mr. Christopher Wilson
Email: HRDGermany@iom.int

Questionnaire on Mandatory Requirements for Local recruitment *

IOM Germany - VN-DE1-2020-09 Project Assistant (AVRR Counselling), Bremerhaven

1. Education

Please confirm:

- 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.

Yes ☐ No ☐

2. Language

Please confirm if your language level is fluent in spoken and written:

English Yes ☐ No ☐ | German Yes ☐ No ☐

Please check the relevant box if your language level is fluent in spoken and written in one of the following:

☐ French | ☐ Spanish | ☐ Albanian | ☐ Arabic | ☐ Georgian | ☐ Serbian | ☐ Russian

3. Professional Work Experience

Please confirm:

- Counselling in a social context (preferably migration)
Yes ☐ No ☐
- Demonstrated experience and knowledge on migration with a focus on implementing and processing AVRR activities in Germany
Yes ☐ No ☐
- Previous work experience with national, regional or international public bodies in Germany would be desirable
Yes ☐ No ☐
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required
Yes ☐ No ☐

4. For non-EU citizens only

Do you currently hold a valid residence and work permit for Germany?

Yes ☐ No ☐

Name:

Signature:

Date:

*Failure to complete the Questionnaire on Mandatory Requirements might result in the disqualification from the selection process