



IOM International Organization for Migration

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Project Assistant (two positions)**

Duty Station : **Naples, Italy**

Classification : **Special Short Term – Grade Equivalent G4**

Type of Appointment : **Nine months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **17 June 2018**

Reference code : **SVN 2018 28 (E)**

Established in 1951, IOM is the United Nations related 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 supervision of the Director, Coordinating Office for the Mediterranean and Chief of Mission for Italy and Malta and Representative to the Holy See and the direct supervision of the Project Coordinator, the incumbent will be responsible for assisting in the implementation of the capacity building activities envisaged in the framework of the project “Accolgo, Conosco, Integro” in favour of the Prefecture of Naples.

Core Functions / Responsibilities:

- Support the Prefecture of Naples with the organization of targeted training sessions in favor of the temporary reception centers (CAS) operators in the competence area, with a particular focus on the implementation of the skills assessment tool;
- Perform the training sessions' follow-up;
- Support the Prefecture of Naples in monitoring the implementation of the skills assessment tool and assist targeted temporary reception centers in the collection and storage of TCNs profiles and competences;
- Contribute to the systematic collection of data on the skills and competences of TCNs hosted in the temporary reception centers of the competence area;
- Support the Prefecture of Naples in the promotion of the SPRAR system among the Municipalities in the Region of Campania, through the development of awareness raising and capacity building material for the competent staff of the local authorities involved;
- Support coordination mechanisms among the Prefecture of Naples and the

Municipalities involved in the project for social and administrative issues related to asylum seekers reception in the competence area;

- Assist in the coordination with local authorities, private sector and civil society, through the adoption of procedures aimed at enhancing communication and collaboration on common migration and reception issues;
- Support the establishment of a task force – coordinated by the Prefecture of Naples - to support local entities to adhere to SPRAR system;
- Support the Prefecture of Naples in the organization of the Territorial Council for Immigration and other round-tables aimed at strengthening local governance and stakeholders' cooperation;
- Assist with the coordination of external consultants and cultural mediators deployed in the reference area;
- Draft narrative interim and final reports as requested by the donor for project coordinator's revision and approval;
- In coordination with the office in Rome and the project coordinator, support with any relevant administrative and procurement procedure to be implemented locally (Naples);
- Performing any other task as may be required.

Required Qualifications and Experience

Education and Experience

High school diploma; degree in Law, Political Science or International Relations is a distinctive advantage.

At least 4 years of working experience in the field of migrants' integration, with a particular focus on capacity building for institutional stakeholders.

Languages

Italian and English (both fluent); French will be considered as advantageous.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter

- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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.

A prerequisite of taking up the position is right of residence and right to work in the country of the duty station at the time of application.

How to apply:

Interested candidates are invited to submit their applications on [IOM Personal History Form](#) at HRIOMROME@iom.int via e-mail **specifying as subject : SVN 2018 28 (E) Project Assistant, Naples.**

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

Candidates who do not possess the above requested qualifications will not be taken into consideration.

Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period:

From 04.06.2018 to 17.06.2018