



IOM International Organization for Migration

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Project Assistant (Legal/Counter-trafficking Field Specialist)**

Duty Station : **Locations in southern 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 : **November 5, 2017**

Reference code : **SVN 2017 47 (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 Mission for Italy and Malta and Representative to the Holy See, the direct supervision of the Area Coordinator and in coordination with the Project Manager, the incumbent will be responsible for the daily implementation of IOM field activities.

Core Functions / Responsibilities:

- Support the Area Coordinator in ensuring IOM's presence at hotspots, harbors and landing points in the Coordination Area ;
- Provide general counselling (individually and in groups) to in-coming irregular migrants as well as to potential victims of trafficking (adults and minors) rescued at sea or accommodated in the reception centers present in the Coordination Area;
- Liase with local authorities, police, prosecutors and the management of reception centers in the early identification of vulnerable groups and cases in need of special assistance (unaccompanied minors, victims of trafficking/exploitation etc.) to be referred for protection and follow-up;

- Visit local reception centers to verify general conditions and treatment of migrants and potential victims of trafficking, unaccompanied minors and other vulnerable groups;
- Contribute to the drafting of indicators for the early protection and referral of victims of trafficking and other vulnerable groups;
- Contribute to the drafting of specific information material for victims of trafficking, unaccompanied minors and other vulnerable groups;
- Carry out information sessions on counter-trafficking and counter-exploitation to migrants hosted in first and second reception centres;
- Collect information on the social and economic profiles of migrants rescued at sea with a particular focus on victims' of trafficking, as well as migration routes and general migration trends and submit the information on a regular basis to the Area Coordinator and the reference persons at IOM in Rome;
- Contribute to the drafting of reports of main migratory trends and modus operandi related to trafficking and smuggling routes;
- Contribute to the drafting of monthly and annual reports on trafficking for sexual and labor exploitation;
- Draft bi-monthly narrative reports on the activities carried out and contribute to the drafting of interim and final reports to the Donor;
- Collect all relevant financial documentation related to the project, liaising with the Area Coordinator and IOM Rome's Administration Unit;
- Safeguard office values and carry out other finance-related tasks as assigned by IOM Rome;
- Any other related service, as required.

Required Qualifications and Experience

Education and Experience

High school Diploma. Degree in Law or political sciences desirable.

At least 4 years' experience in the application of the Italian Immigration Act with special focus on irregular migrants, victims of trafficking for sexual and labour exploitation, asylum seekers, unaccompanied minors and vulnerable groups.
Italian or international valid driving license required.

Languages

Fluency in Italian and English is required.
Knowledge of French is considered advantageous.

Required Competencies

- 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](#) via e-mail at HR@IOMROME@iom.int.

The reference code **SVN 2017 47 (E) CT Specialist** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

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 25.10.2017 to 05.11.2017