



IOM International Organization for Migration

## **SPECIAL VACANCY NOTICE (SVN)**

### **Open to Internal and External Candidates**

Position Title : **Project Clerk (Cultural Mediator, Bengali Language)**

Duty Station : **Locations in southern Italy**

Classification : **Special Short Term – Grade Equivalent G3**

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

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

Closing Date : **January 25, 2018**

Reference code : **SVN 2018 03 (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 the coordination with the Project Manager, the incumbent will be responsible for providing cultural mediation assistance to the IOM Field Teams in the Coordination Area.

#### ***Core Functions / Responsibilities:***

- Provide general support to the IOM Field Teams during the information sessions in migration law to the migrants arriving by sea at harbors, main landing points, hot-spots and in reception facilities in the selected area;
- Support IOM's presence at harbors and landing points as well as in the different reception centers in the selected area where migrants are hosted;
- Assist in the mediation activity in close cooperation with the IOM Field Teams and the reception authorities in an objective and impartial way;
- Support the Legal/Counter-Trafficking Field Specialists in collecting 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.
- Assist the IOM Field Teams in identifying potential victims of trafficking and exploitation and other vulnerable groups in need of special treatment and protection;
  - Assist the IOM Field Teams in drafting early identification and ad-hoc information tools for victims of trafficking and other vulnerable groups and migrants at risks;
  - Carry out, together with the Field Teams, information session on counter-trafficking and counter-exploitation in favor of migrants hosted in first and second reception centers;
  - Assist the IOM Field Teams with the preparation of all relevant financial documentation related to the project (payment/reimbursement/travel);
  - Any other related service, as required.

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

### **Education and Experience**

High school diploma.

At least 3 years of experience in cultural mediation in the framework of migrants' assistance.

Previous experience in the assistance to victims of trafficking is a distinctive advantage. Italian or international valid driving license required.

### **Languages**

Fluency in Italian, Bengali and English is required. Knowledge of Arabic is considered 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](#) via e-mail at [HRIOMROME@iom.int](mailto:HRIOMROME@iom.int).

The reference code **SVN 2018 03 (E) CM Bengali** 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 11.01.2018 to 25.01.2018