



IOM International Organization for Migration

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Project Assistant (Counter Trafficking/Labour Exploitation)**
Duty Station : **Rome, 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 : **21 February 2018**
Reference code : **SVN 2018 11 (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 and the direct supervision of the Project Manager, the incumbent will be responsible for assisting in carrying out all counter-trafficking/labour exploitation capacity building activities envisaged by the ADITUS project and others carried out by IOM Rome.

Core Functions / Responsibilities:

- Assist in drafting a training work plan and contribute to set targeted tools for counter-trafficking/labour exploitation trainings on the Italian territory;
- Support targeted training sessions for all the identified Authorities (including rescue operators, Prefectures, law enforcement, judiciary, social services, NGOs, first and second reception centers, Territorial Commissions) on trafficking in human beings for sexual and labor exploitation;
- In close coordination with the Ministry of Interior, collect feedback on the IOM capacity building activities and support the assessment of further needs in order to promote and enhance IOM's role in Counter Trafficking training activities across Italy;

- Assist in promoting coordination of local authorities, Prefectures, law enforcement and Prosecutors' Offices with the national counter-trafficking network, through the adoption of protocols and standard operating procedures aimed at enhancing protection mechanisms for victims;
- Contribute to the updating of trafficking indicators for sexual and labor exploitation to facilitate the early identification of potential victims;
- Collect data on trafficking for sexual/labour exploitation and on other aspects related to the migratory flows, in close cooperation with the IOM staff at landing points and IOM staff in Rome
- Contribute to the drafting of regular reports on trafficking for sexual and labor exploitation;
- Collect all supporting financial documents related to the implementation of the project for administration purposes (monthly/final reports);
- Assist in the drafting of the final narrative report for the Donor;
- Any other related task, as required.

Required Qualifications and Experience

Education and Experience

High school diploma; degree in Political Studies or Law desirable.

At least 4 years' experience in working with vulnerable groups, in particular victims of trafficking for sexual and labour exploitation and/or exploitation.

Languages

Fluency in Italian and English is required. Knowledge of French 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](#) at HRIOMROME@iom.int via e-mail **specifying as subject : SVN 2018 11 (E) Project Assistant (CT-Labour)**.

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 07.02.2018 to 21.02.2018