

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Senior Project Assistant (Area Coordinator)**
Duty Station : **Apulia region**
Classification : **Special Short Term – Grade Equivalent G5**
Type of Appointment : **Nine months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **June 2, 2017**
Reference code : **SVN 2017 13 (E) (Extended)**

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 and in coordination with the Senior Health Specialist in relation to health issues, the incumbent will be responsible for ensuring the implementation of the project activities for the area under his\her responsibility (the “Coordination Area”).

Core Functions / Responsibilities:

- Contribute to the monitoring of the daily activities of the IOM sub-office in the Coordination Area;
- Contribute to the coordination of the project staff’s work in the Coordination Area in relation to the implementation of activities, capacity building and trainings, and monitoring and evaluation;
- Assist in coordinating the information exchange with local government and non-government stakeholders and implementing partners on the local response to the irregular arrivals in line with national policies;
- Assist in monitoring the quality of counselling provided by IOM teams with special reference to the counter-trafficking assistance provided to migrants and asylum seeker (especially unaccompanied minors and other vulnerable groups);

- Consolidate, analyze and present data on migrants' profiles, arrivals and trends;
- Assist in coordinating the capacity building activities carried out by project staff in favor of unaccompanied minors' care facilities under the competence of the Ministry of the Interior;
- Contribute to all counter-trafficking/labour exploitation capacity building activities carried out by IOM Rome and envisaged by the ADITUS project;
- Prepare monthly reports at the beginning of each month for the Project Manager including activities implemented, main challenges and recommendations for further actions and needs;
- Ensure compliance with the administrative and security procedures by staff working in the Coordination Area in line with IOM Rules and Regulations;
- Perform other tasks related to the execution of the program, as assigned by the supervisors.

Required Qualifications and Experience

Education and Experience

Degree in Law, Political or Social sciences desirable.

At least 3 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. Proven experience in coordinating teams and liaising with government and non-government stakeholders is a requirement.

Italian or international valid driving license required.

Languages

Fluency in Italian and English is required. Knowledge of French and 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](#) at HRIOMROME@iom.int via e-mail **specifying as subject : SVN 2017 13 (E) (Extended)**

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.

New Posting period:

From 18.05.2017 to 02.06.2017