

SPECIAL VACANCY NOTICE (SVN) Open to Internal and External Candidates

Position Title : **Project Clerk**
Duty Station : **Lampedusa, Italy**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special Short-Term graded contract, until
31.07.2024 with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **May 24, 2024**
Reference code : **SVN 2024 15 EXT**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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, Coordination Office for the Mediterranean, Chief of Mission in Italy and Malta, and the direct supervision of the Project Manager and, in close coordination with the staff of the Facilitated Migration and Vulnerable Groups Unit, the successful candidate will be responsible and accountable for the tasks specified below.

Core Functions / Responsibilities:

- Assist in the implementation of project activities in Lampedusa;
- Retrieve, compile, summarize, and present information/data on specific project topics;
- Support the organization of beneficiaries' transfer from Lampedusa, including by coordinating assistance to coordinate pre-departure information and medical activities;
- Support administrative coordination for project implementation, involving liaison with diverse organizational units or external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions;
- Draft correspondence, briefing notes, graphics, statistical tables, presentations, and other forms of documentation;
- Respond to general information requests and inquiries; set up and maintain files/records;

- Perform other related duties as assigned.

Required Qualifications and Experience:

Education

- High school diploma.

Experience

- At least 3 years of relevant experience;
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working in reception centers/camp like settings;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organizations in a multi-cultural setting is an advantage.

Skills

- Knowledge and use of XL and other database;
- Knowledge of financial rules and regulations.

Languages

- Fluency in Italian and English is required (oral and written);
- Working language of French is an asset.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this [link](#).
Competencies will be assessed during a competency-based interview.

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, and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Italy will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications to applicationsiomitaly@iom.int by 24 May 2024 at 23:59 (CET - Rome time), including the following documents:

- a) CV or PHF
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

The reference code **SVN 2024 15 EXT Project Clerk_SURNAME Name** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

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 10.05.2024 to 24.05.2024.

Questionnaire on Mandatory Requirements for Local Recruitment in Lampedusa, Italy
SVN 2024 15 EXT Project Clerk (Facilitated Migration and Vulnerable Groups), Coordination Office
for the Mediterranean
Liaison Mission for Italy, Malta and the Holy See

Education

Tick as appropriate depending on what you have:

High School Diploma. yes no

Language

Italian (fluency, oral and written); yes no

English (fluency, oral and written); yes no

French (working language). yes no

Experience and skills

At least 3 years of relevant experience; yes no

Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations; yes no

Experience in working in reception centers/camp like settings; yes no

Knowledge and use of XL and other database; yes no

Knowledge of financial rules and regulations. yes no

Other

Are you currently holding a valid driving license? yes no

Are you currently holding a valid residency in Italy? yes no

Are you currently holding a valid permit of stay in Italy for work reasons? yes no

Date:

Name:

Signature: