



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

CALL for CV OPEN TO INTERNAL AND EXTERNAL CANDIDATES

This is a request for CVs/expression of interest for the position below.
The International Organization for Migration is seeking qualified candidates to join the IOM team.

Position Title : **Operational Assistant**
Duty Station : **Rome, Italy**
Type of Appointment : **Special Short Term ungraded contract, nine months, possibility of extension**
Tentative Starting Date : **As soon as possible**
Closing Date : **24 January 2018**
Reference number : **CFCV 2018 01 (E)**

This is a local position and as such only qualified candidates residing in Italy and holding a valid residence/ working permit will be considered.

Under the general supervision of the Director, Coordination Office for the Mediterranean and Chief of Mission in Italy and Malta and the direct supervision of the Head of the Migration Management Unit (MMU), the incumbent will be responsible for assisting the IOM Rome EC Return Team in the implementation of the IOM Rome project "AVRR Ex- Italy" funded by the Ministry of Interior, in full compliance with the IOM's and MOI's rules. In particular he/she will assist in:

- Requesting and collecting the necessary travel documents/laissez - passer to Consulates of the Country of Origin in Rome or other cities in Italy in close cooperation with the AVR/CT team;
- Preparing receipts of the re-installation grants and info letter for migrants with reintegration support, to be signed by returnees upon departure;
- If need be, requesting and finalizing the bookings/ticketing for all the movements related to the IOM Rome's activity through the Amadeus system and IOM's selected travel agencies;
- Meeting the returning migrants upon arrival to Rome when in transit and before departure ex-Italy (Railway Station, other agreed locations);
- Organizing the migrants' stay in Rome (hotel accommodation, purchase of meals, special needs, etc.) and the picking-up of the travel document at the respective Embassy/Consulate;
- Contacting directly the returnees and/or the referral network staff in order to confirm migrants' departure schedule ex-Italy and other related logistics;
- Filing of all the documents related to the movements (nom rolls, travel documents, invoices);
- Checking all air company invoices with list of IOM movements for consistency;
- Updating the IOM internal database (including Mimosa and I-Gator databases) for all the returnees, completed with PF nbr, date of departure and estimated relevant travel costs, for each departure;
- Preparing payment requests for travel allowances to be paid at FCO to the returning migrants;
- Supporting the IOM EC Return Team in the FCO Airport activities assisting AVR departures ex-Italy and in substitution of other colleagues;
- Assisting with possible unforeseen events such as no-shows, departing flights delays, in an efficient manner, in close cooperation with the IOM Rome's movement section;

Any other task as necessary.

Desirable Qualifications:

Education, experience and other requirements:

- Secondary high school diploma.
- Proven work experience in travel organisation/logistics and air booking with the Amadeus system;
- Working experience in assisting migrants or other vulnerable groups, an advantage.

Competencies:

The incumbent is expected to demonstrate the following:

a) Excellent organizational and communication skills b) Flexibility and commitment, drive for results c) Proactive approach to problem solving and team spirit d) Capability to work in a multicultural environment and with different nationalities e) Impeccable code of conduct and accountability f) Capacity to learn and gain new competencies, while accepting/giving constructive criticism

Languages: Fluent Italian, English, both spoken and written is required. Any other foreign language is considered an asset.

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.

The reference code **CFCV 2018 01(E) Operational Assistant** 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 10.01.2018 to 24.01.2018