



## 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 : **Project Assistant**  
Duty Station : **Rome, Italy**  
Classification : **Employee**  
Type of Appointment : **Special Short Term ungraded contract, nine months, possibility of extension**  
Tentative Starting Date : **As soon as possible**  
  
Closing Date : **25 February 2019**  
Reference number : **CFCV 2019 10 (E) (Italy)**

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.

**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 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 Project Coordinator (first line manager) and the thematic supervision of the Migration & Health Coordinator (second line manager), the incumbent will be responsible for the daily implementation of the project "Protect". Tasks will envisage:

- 1) Liaise with relevant stakeholders in Italy, with the Project Focal Point in Italy and with Project Focal Points in the other participating countries;
- 2) Identify national and local legislative frameworks, mapping already existing support services for SGBV (sexual and gender-based violence) including services provided both by the state and non-governmental organizations (NGOs), collect data of the effectiveness of these services with a specific focus on unaccompanied minors (boys and girls);
- 3) Identify potential victims of SGBV, and other vulnerable groups, especially minors, in need of special treatment and protection;
- 4) Draft early identification and ad-hoc information tools for victims of SGBV and other vulnerable groups and migrants at risks, especially minors;
- 5) Support in the implementation and organization of the project activities, including: organization of 4 regional stakeholders meetings in the selected regions; finalizing the needs assessment mapping exercise and corresponding report; support the development and/or review of Standard Operating Procedures (SOPs) or Guidelines on SGBV in Italy; support the development of regional tools to train professionals on understanding SGBV and their adaptation to the local context; conduct capacity-building training sessions for first responders, general service providers and specialized service providers in the selected regions and in other locations identified during the project's implementation; support the development of a regional SGBV information campaign strategy; support the development and distribution of information materials on SGBV; support the information sessions on SGBV prevention for unaccompanied minors and other target groups in Italy.

- 6) Promote the project activities among relevant stakeholders and the general public in Italy;
- 7) Assist with providing regular updates and inputs to narrative/financial reports as required by the donor;
- 8) Assist with supporting project monitoring and evaluation, if needed;
- 9) Carry out any additional tasks as requested by the Project Focal Point.

## **Desirable Qualifications:**

### ***Education, experience and other requirements:***

Degree in Social/ Political Studies; Law; Psychology; Social Assistance.

At least 4 years' experience in working with vulnerable groups in particular with unaccompanied minors, victims of trafficking and/or victims of SGBV;

Experience in humanitarian programmes for migrants and capacity-building activities;

Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;

Familiarity with financial and business administration.

**Italian or international valid driving license is required.**

### ***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.

#### **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.

#### ***Languages:***

English and Italian (Fluent). Knowledge of French advantageous.

#### **How to apply:**

Interested candidates are invited to submit their applications on [IOM Personal History Form](#) at [applicationsiomitaly@iom.int](mailto:applicationsiomitaly@iom.int) via e-mail **specifying as subject : CFCV 2019 10 (E) Project Assistant.**

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 12.02.2019 to 25.02.2019