



IOM International Organization for Migration

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Logistical Operations Clerk**

Duty Station : **Rome, Italy**

Classification : **Special Short Term – Grade Equivalent G3**

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 09 (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 general supervision of the Director, Coordinating 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 AVRRE ex-Italy, funded by the Italian Ministry of Interior. In particular, he or she will assist in the functions described below.

Core Functions / Responsibilities:

- Carrying out the booking for all the ready-to depart migrants according to the selected transportation mean and routing (fair flight, train /boat tickets, etc.) through the Amadeus system;
- Updating the IOM internal database (including Mimosa and I-Gator) for all the returnees, completed with PF nbr, date of departure and estimated relevant travel costs, for each departure;
- Keeping close track of the returnees caseload to be returned, cancelled or re-booked, according to the MOI's online database of applicants and update it with the relevant departure data;
- Meeting the returning migrants upon arrival to Rome when in transit and before departure ex-Italy (Railway Station, other agreed locations);

- Assist in organizing the migrants' stay in Rome (hotel accommodation, purchase of meals, special needs, etc.) and the pick-up of the travel document at the respective Embassy/Consulate, if necessary;
- Contacting directly the returnees and/or the referral network staff in order to confirm migrants' departure schedule ex-Italy and other related logistics;
- Accompany returning migrants at the FCO airport on the day of departure by train or car for the check-in procedures up to the embarkation phase;
- Organizing transportation for the medical cases, in need of special care and treatment;
- Filing of all the documents related to the movements (nominal rolls, travel documents, invoices) ;
- Compile all air company invoices with the list of IOM movements for verification;
- Assist in 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;
- Provide general assistance in case of 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 duty as necessary.

Required Qualifications and Experience

Education and Experience

Secondary school with three years of experience or university degree with one year of experience.

Experience with travel and group organization, airport logistics. Computer skills, in particular on managing databases, data entry. Sound knowledge of and experience in the AMADEUS ticket booking system. Experience in administrative matters.

Languages

Thorough knowledge of spoken and written English and Italian. Any other foreign language is considered an asset.

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.

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.

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 09 (E) Logistical Operations Clerk.**

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