



IOM International Organization for Migration

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Project Clerk (Counselling)**

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 10 (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, the overall coordination of the Head of the Migration Management Unit (MMU) and the direct supervision of AVR/CT Team Leader, the incumbent will be responsible for assisting in the implementation of the AVRR ex-Italy, funded by the Italian Ministry of Interior (MOI).

Core Functions / Responsibilities:

- Collecting and process AVRR requests of returnees from both migrants and/or referral network;
- Providing pre-departure general counselling to potential TCNs returnees, carrying out individual interviews with the migrants for their inclusion in the AVR IOM programmes;
- Submitting to the Prefectures of the migrants' place of residence the potential returnees' profiles for relevant authorization to departure, via the online system of the Ministry of Interior/Responsible Authority;
- Keeping contacts with the Police headquarters (Questure), immigration offices and Prefecture in order to support them in the authorization process of the potential migrants, eligible for AVR, within the decentralised online system;

- Contributing to the data collection and the elaboration of the assisted AVRR caseload, keeping track of nationalities involved, migrants' typology, in order to provide timely statistics;
- Assist in organizing medical and non-medical escorts, including taking necessary contacts with the medical structure and personnel and preparing the administrative aspects (contracts, documentation for the airline company, visa, payment of fee/DSA, etc.);
- Provide clerical support in all the necessary administrative internal steps for contracting the services (external bids, POs, payment requests);
- Keeping in good order all the documents related to each potential returnee, securing the appropriate caseload filing;
- Keeping updated the ad hoc database used for the recording of all the AVR&R applications, complete with all relevant information on each case processing (bio-data, departure date/PF, financial disbursements, service fees, etc.) and the Mimosa database;
- Preparing payment requests to IOM Rome Administration for pre-departure installation grants, as well as receipts of the first instalment of financial contribution to be signed by returnees;
- If need be, requesting and collecting the necessary travel documents/laissez - passer to Consulates of the Country of Origin in Rome or other cities in Italy;
- Any other task as necessary.

Required Qualifications and Experience

Education and Experience

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

Working experience in assisting migrants or other vulnerable groups. Excellent writing skills in Italian and English.

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 10 (E) – Project Clerk (Counselling)**.

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