



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR CV

Open to Internal and External Candidates

Position Title : **Project Clerk on call (Cultural Mediation Service)**
Duty Station : **Different duty stations in Italy**

Classification : **General Service Staff**
Type of Appointment : **Ungraded - Daily contract**

Estimated Start Date : **As soon as possible**

Closing Date : **OPEN-ENDED**
Reference code : **CFCV 2021 21**

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 call for cv. For the purpose of the call for cv, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Migration Management Unit and the direct supervision of the Programme Manager – Technical Cooperation and Border Management, the incumbent will be responsible for providing general cultural mediation support to the Italian Ministry of Interior – Public Security Department in the Immigration Offices, in different locations in Italy, on call.

Core Functions / Responsibilities:

- Provide general support to the Ministry of Interior – Public Security Department at harbours, main landing points, Hotspots, airports, land borders, Immigration Offices and local Police Offices;
- Translate from Italian into different migrants' mother tongue and vice versa;
- Assist in the mediation activity in an objective and impartial way;
- Facilitate the understanding of national laws and administrative procedures;
- Remain available to travel from/to sites in the area of the assigned duty station;
- Prepare all relevant documentation related to the project (payment/ reimbursement/travel) and regular reporting to the project team on the activities performed in the assigned duty station.

Required Qualifications and Experience

Education

High-school diploma.

Experience

At least 2 years of proven experience in the framework of migrant's assistance and/or mediation services.

Skills

- Intercultural competence and communication skills;
- Familiarity with administrative procedures;
- Driving license.

Languages

Fluency in Italian and mother tongue in one or more of the following languages:

Arabic, Chinese, Russian, Sinhala, Bengali, Hindi, Amharic, Tigrinya, Urdu, Pashtu, Dari, Somali, Pular, Mandinka, Fula, Hausa, Twi, Farsi, Albanian, Georgian, Kurdish (Kurmanji, Sorani, Gorani, Zaza/Zazaki), Ukrainian, Turkish, Punjabi, Assamese, Bodo, Dogri, Gujarati, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Odia, Sanskrit, Santali, Sindhi, Tamil, Telugu, Spanish, Portuguese, Pidgin-English, Wolof, English, French.

Knowledge of other languages and local dialects is considered an advantage if specifically requested in a given duty station.

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

- 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.

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. Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a

prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications on [IOM Personal History Form](#) via e-mail at applicationsiomitaly@iom.int.

The reference code **CFCV 2021 21 Project Clerk on call (Cultural Mediation Service)** 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 [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 24.05.2021 – open-ended.