



## **SPECIAL VACANCY NOTICE (SVN)**

### **Open to Internal and External Candidates**

Position Title : **Project Assistant (Family reunification)**  
Duty Station : **Rome, Italy**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Special Short-Term grade-equivalent contract, 9 months**  
Estimated Start Date : **As soon as possible**  
Closing Date : **May 2, 2024**  
Reference code : **SVN 2024 20**

*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 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 the direct supervision of the Project Manager, the incumbent will be responsible for assisting in carrying out operational tasks relating to the implementation of the Family Reunification project.

#### **Core Functions / Responsibilities:**

- Support all the activities related to the organization of DNA test for family reunification (i.e. liaison with IOM Missions and Italian Consulates in the countries of origin of migrants, keep close contact with beneficiaries via phone, email and other communication tools; support the organization, in co-ordination with the specialized laboratory used by the Organization, of the DNA testing sessions of beneficiaries);
- Assist with the overall project implementation, particularly with the data collection and analysis component for monitoring, reporting and communication purposes;
- Support the development and/or updating of customized data collection and information tools for the project's staff (in Italy and in the other IOM Missions) and



- provide information periodically and on need-basis through dashboards, graphics and tables;
- Support the provision of individual counselling to beneficiaries of the family reunification project in order to identify possible specific needs and vulnerabilities (including victims of THB, GBV survivors, unaccompanied children, elderly etc.) that could be referred internally or externally for further support;
  - Support the Project Manager in the management of all the administrative aspects related to the implementation of the project and collect all the relevant documents (included financial) related to the implementation of the project for administration purposes (monthly/final reports);
  - Provide clerical support for new initiatives related to family reunification of migrants and refugees, including visibility opportunities and new projects and activities, in close coordination with the supervisor;
  - Support the collection of data on the project as well as on family reunification as a legal migration channel and ensure constant internal and external updates.
  - Perform other tasks related to the execution of the project, as assigned by the supervisor.

### ***Required Qualifications and Experience:***

#### **Education**

- High school diploma with four years of professional experience, or
- Degree in Law, Political Science or International Relations with two years of professional experience.

#### **Experience**

- At least 2 years of experience in direct work/counselling/assistance to migrants and /or asylum seekers with specific focus on provision of information on legal procedures and immigration and asylum law;
- Experience in design of data visualizations (dashboards and static graphs/data visuals) and in applied data analytics using R/Python , PowerBI or similar tools will be considered an advantage;
- Experience in implementation of administrative procedures;
- Previous experience in liaising with authorities in the field of migration (e.g. Police offices, prefectures, embassies etc).

#### **Skills**



- Knowledge of International, EU and Italian legislation on migration and international protection;
- Knowledge of the family reunification procedure to Italy and of the relevant EU legal framework;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Proficient in a Microsoft Office environment and office software packages.

### **Languages**

- Fluency in Italian and English is required (oral and written);
- Working knowledge of French, Arabic, Tigrina, Somali, Urdu is considered an asset.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

#### **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.



IOM's competency framework can be found at this [link](#).  
Competencies will be assessed during a competency-based interview.

***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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Italy will be eligible for consideration.

***How to apply:***

Interested candidates are invited to submit their applications to [applicationsiomitaly@iom.int](mailto:applicationsiomitaly@iom.int) by 2 May 2024 at 23:59 (CET - Rome time), including the following documents:

- a) CV or PHF
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

The above three documents are mandatory and incomplete applications will be disqualified.

The reference code **SVN 2024 20 Project Assistant\_SURNAME Name** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

*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 18.04.2024 to 02.05.2024.



**Questionnaire on Mandatory Requirements for Local Recruitment in Rome, Italy**  
**SVN 2024 20 Project Assistant (Family reunification), Coordination Office for the Mediterranean**  
**Liaison Mission for Italy, Malta and the Holy See**

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**Education**

High school diploma with four years of professional experience, or yes  no

Degree in Law, Political Science or International Relations with two years of professional experience. yes  no

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**Language**

Italian (fluency, oral and written); yes  no

English (fluency, oral and written); yes  no

Working knowledge of French, Arabic, Tigrina, Somali, Urdo; yes  no

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**Experiences**

At least 2 years of experience in direct work/counselling/assistance to migrants and /or asylum seekers with specific focus on provision of information on legal procedures and immigration and asylum law; yes  no

Experience in design of data visualizations (dashboards and static graphs/data visuals) and in applied data analytics using R/Python , PowerBI or similar tools will be considered an advantage; yes  no

Experience in implementation of administrative procedures; yes  no

Previous experience in liaising with authorities in the field of migration (e.g. Police offices, prefectures, embassies etc). yes  no

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**Other**

Are you currently holding a valid residency in Italy? yes  no

or

Are you currently holding a valid permit of stay in Italy for work reasons? yes  no



***I declare that the information entered within this mandatory questionnaire is true. By signing this questionnaire, I am aware that in case of false declaration my application will be disqualified.***

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Date:

Name:

Signature: