



VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Project Clerk (PASSIM4)**
Duty Station : **Lampedusa, Italy**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **March 29, 2024**
Reference code : **VN 2024 12**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society.

IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

Context:

Under the overall supervision and guidance of the Director of the Coordination Office for the Mediterranean, Chief of Mission in Italy and Malta, and the direct supervision of the Integration Specialist and Coordinator (PM), the incumbent will be responsible for supporting the implementation of project "PASSIM4 – First Health Assistance for Rescue at Sea Operations" which will be implemented in Catania, Messina, Lampedusa, Crotone and Roccella Jonica.

Core Functions / Responsibilities:

- Support the team of 12 cultural mediators in the pre-deployment phase and during deployment to the field and schedule with PASSIM4 Project Management Team their rotation and re-assignment in the target Regions, Sicily and Calabria;
- Collect and process the Capitaneria di Porto in Lampedusa requests for cultural mediation services to be provided to the Coast Guard teams during rescue at sea operations;
- Maintain daily contacts with cultural mediators deployed in Lampedusa;
- Provide logistic support to the 12 cultural mediators in Lampedusa (cars rental for staff, guest houses maintenance, transfers from/to airport);
- Participate to weekly meetings with the PASSIM4 Project Management Team;

- Any other related services, as requested.

Required Qualifications and Experience:

Education

- High school diploma with three years of experience.

Experience

- At least 3 years of experience in similar positions in the framework of humanitarian settings for vulnerable migrants;
- Previous experience with International Organizations and/or humanitarian entities would be an asset.

Skills

- Knowledge of the phenomenon of migrants' vulnerability and rescue at sea operations;
- Driving license is required.

Languages

- Fluency in Italian and English is required (oral and written).

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 by 29 March 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 reference code **VN 2024 12 Project Clerk (PASSIM4)_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 15.03.2024 to 29.03.2024.

**Questionnaire on Mandatory Requirements for Local Recruitment in Rome, Italy
VN 2024 12 Project Clerk (PASSIM4), Coordination Office for the Mediterranean
Liaison Mission for Italy, Malta and the Holy See**

Education

Tick as appropriate depending on what you have:

High school diploma with three years of experience. yes ☐ no ☐

Language

Italian (fluency, oral and written); yes ☐ no ☐

English (fluency, oral and written). yes ☐ no ☐

Experience

At least 3 years of experience in similar positions in the framework of humanitarian settings for vulnerable migrants;

yes ☐ no ☐

Previous experience with International Organizations and/or humanitarian entities
would be an asset.

yes ☐ no ☐

Other

Are you currently holding a valid driving license? yes ☐ no ☐

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

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.

Date:

Name:

Signature: