



VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Field Focal Point (AVRR)**
Duty Station : **Various duty stations in Italy**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **December 01, 2023**
Closing Date : **November 06, 2023**
Reference code : **VN 2023 40**

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, Coordination Office for the Mediterranean and Chief of Mission in Italy and Malta, the coordination of the Head of the Migration Management Unit (MMU) and the direct supervision of the Project Coordinator/Manager, the incumbent will be responsible for assisting in the implementation of the Assisted Voluntary Return and Reintegration (AVRR) project RI.VOL.A.RE. in RE.TE.”.

Core Functions / Responsibilities:

- Support in establishing close contacts with the local stakeholders dealing with migrants and migration management (municipalities, local entities, NGOs, diaspora groups, etc.) in order to support them in providing AVRR counselling to migrants, including through the setting up of dedicated AVRR info points;
- Support in organizing and delivering information and/or training sessions on AVRR to local stakeholders potentially exposed to returnees such as local institutions, local Municipalities, diaspora groups, migrants’ associations, reception centers’ staff, NGOs, etc.;

- Identify and provide AVRR information sessions and tailor-made counselling to all Third Country Nationals (TCNs) residing in Italy and interested in returning to their Country of Origin (CoO);
- Disseminate the AVRR toll-free number and AVRR information material in close coordination with the Project Coordinator/Manager;
- Support migrants in filling in the AVRR application and forward the complete files to the IOM AVRR Team securing, if necessary, the issuance of travel documents by the local consulates;
- Keep close contacts with the Police headquarters (Questure), immigration offices and Prefettura in order to support them in the authorization process of the potential beneficiaries, eligible for AVRR;
- Assist in organizing transportation of medical and non-medical cases, including taking necessary contacts with the local medical facility and personnel to obtain the necessary medical documentation as requested by the Project Coordinator/Manager and IOM Rome Nurse/Doctor;
- Keep in good order all the documents related to each potential returnee, securing the appropriate caseload filing;
- Travel on duty as may be required;
- Perform other tasks related to the execution of the project, as assigned by the supervisor.

Required Qualifications and Experience:

Education

- University degree in International Relations, Law, Social, Political or Economic Sciences, Social Work, Migration or Development Studies or a related field from an accredited academic institution with two years of relevant professional experience;
- or
- High School diploma with four years of relevant professional experience;

Experience

- At least 2 years of working experience in the migration sector;
- Experience providing direct assistance to migrant populations;
- Proven working experience in dealing with the Italian institutions at central and local level, civic society, and diaspora groups;
- Experience in organizing events (offline and online);
- Experience working in a multicultural team.

Skills

- Excellent organizational and communication skills;
- Personal commitment, efficiency and drive for results;
- Ability to multi-task, prioritize and work independently;
- Ability to work under pressure;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, Access and PowerPoint as well as Outlook is required.

Languages

- Fluency in Italian is required (oral and written);
- Another foreign language 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 by 06 November 2023 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 2023 40 Field Focal Point (AVRR)** 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 23.10.2023 to 06.11.2023.

Other

Are you currently holding a valid residence and work permit for Italy? yes no
(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)

Please kindly specify your geographical availability among the following options:

- Northern Italy;
 - Central Italy;
 - Southeastern Italy;
 - Sicily Region.
-

Date:

Name:

Signature: