



IOM International Organization for Migration

## **CALL FOR APPLICATIONS**

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

Position Title : **Project Assistant AVRR**  
Duty Station : **Chisinau, Moldova**  
Classification : **General Service Staff**  
Type of Appointment : **Special Short-Term Ungraded**  
Duration : **Six months with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **20 January 2023**

*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:**

Following the launch of military operations across Ukrainian territory on 24 February 2022, substantive flows and displacements across Ukraine and toward neighbouring countries have been reported countries in the following days. As response to the Ukrainian crisis, IOM Chisinau has increased operational activities which requires additional administrative staff.

Under the overall supervision of the Protection Coordinator and direct supervision of the AVRR Project Officer/Coordinator the incumbent will be acting as AVRR assistant and will have the following duties and responsibilities in the framework of the Protection Programme within the emergency projects related to the context of Ukrainian crisis:

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

1. Assist in the implementation of the activities of the AVRR project components of the Project, in accordance with IOM's policies and standard operating procedures in the field of AVRR, as well as donor requirements.
2. Assist with organising and carrying out outreach activities in reception centres as well as in the community, in order to disseminate information about IOM AVRR Programme for Third Country Nationals (TCNs) and the services available under the projects among the target group, as well as assisting with informing the network of IOM partners and stakeholders in Moldova on AVRR in order to facilitate access to the target group to the scheme.
3. Assist the Bureau for Migration and Asylum in Moldova with the dissemination of AVRR information materials and tools, as well as with informal translation, adaptation and printing, as needed.

4. Conduct screening interviews for protection and assistance with AVRR applicants and identify vulnerable cases in need of protection and refer the cases for necessary assistance in Moldova before departure in order to prepare safe and dignified return.
5. Set up specific return arrangements for AVRR returnees in situations of vulnerability, including persons with medical needs, and ensure provision of assistance tailored to their necessities, including in coordination with IOM Missions in the countries of origin.
6. Provide general counselling to potential and actual AVRR applicants in Moldova on existing options for voluntary return and reintegration opportunities in their countries of origin.
7. Arrange interpretation/cultural mediation services to facilitate the implementation of project activities, including outreach and counselling, when required.
8. Contribute to maintaining good working relations and communicate with relevant Moldovan authorities and diplomatic representations, particularly in relation to obtaining clearances and travel documents for AVRR applicants.
9. Assist with registration of returnees' data in the IOM database, MiMOSA system, and assist with arrangement of returnees' travel to the final destination in the country of origin, inform relevant services at IOM Headquarters, IOM Missions and Moldovan authorities on departures.
10. Organize pre-departure formalities, such as preparing necessary documentation and pre-departure cash allowances or in-cash support, if/as applicable, and, in coordination with IOM Missions in transit countries and in countries of origin, arrange for the provision of assistance to returnees during travel and upon arrival (including in-kind reintegration assistance, if applicable).
11. Provide departure assistance when needed at the Chisinau International Airport, in coordination with relevant Moldovan authorities, including disbursement of pre-departure cash allowances or in-cash support, if/as applicable.
12. Follow up with relevant IOM Missions in countries of origin on the implementation of reintegration plans as well as reintegration monitoring of AVRR returnees assisted through the project and entitled to in-kind reintegration assistance.
13. Provide support as needed in the preparation of the project's financial and narrative reports.
14. Perform such other duties as he may be assigned.

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

#### **Education**

- Bachelor's degree in Law, Psychology or Social Work or related field with three years of relevant professional experience; Or,
- High School diploma with five years of relevant experience.

#### **Experience**

- Relevant experience working with migrants in migration assistance and counselling.
- Experience in liaising with governmental and diplomatic authorities, international institutions and NGOs is considered an asset.
- Work experience in an international context is an advantage.

#### **Skills**

- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility.
- Ability to work with minimal supervision and difficult conditions.
- Good knowledge of Word, Excel.

#### **Languages**

Fluency in English, Romanian and Russian is required. Working knowledge of Ukrainian language is an advantage.

## **Required Competencies**

The successful candidate is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three 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** – 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.

## **Other**

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, security clearances and a valid COVID certification.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

## **How to apply:**

Interested applicants are invited to send the Personal History form

[https://civic.md/userfiles/attachments/14191/IOM\\_Personal\\_History\\_Form.xls](https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls) and cover letter in English to: [hrchisinau@iom.int](mailto:hrchisinau@iom.int)

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **20 January 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

**Only shortlisted candidates will be contacted.**

## **Posting period:**

From 06.01.2022 to 20.01.2023