



IOM International Organization for Migration

## Vacancy Notice 2023-01 Open to Internal and External Candidates

Position Title	: <b>AVRR Senior Project Associate</b>
Duty Station	: <b>Chisinau, Moldova</b>
Classification	: <b>General Staff Category, Grade G-6, UN Salary Scale</b>
Type of Appointment	: <b>Fixed term one year, with possibility of extension</b>
Estimated Start Date	: <b>ASAP</b>
Closing Date	: <b>January 27, 2023</b>

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. 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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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 overall supervision of the Protection Coordinator and direct supervision of the AVRR Project Officer the incumbent will be acting as AVRR Senior Project Associate 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 for vulnerable migrants, as well as donor requirements.
2. Conduct in-depth interviews for protection and assistance with AVRR applicants and identify vulnerabilities. Establish vulnerability mitigating measures for vulnerable migrants, including processing and supporting risk assessments for Victims of Trafficking and Best Interest Determination for Unaccompanied and Separated Children (UASC) and provide in-depth counselling to potential and actual AVRR applicants in Moldova on existing options including voluntary return and reintegration opportunities in their countries of origin.

3. 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, in close coordination with MHD on the Local and regional levels.
4. Registration of returnees' data in the IOM database, MiMOSA system, and facilitate returnees' travel to the final destination in the country of origin, inform relevant services at IOM Headquarters, IOM Regional Offices, IOM Missions and Moldovan authorities on departures.
5. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions and draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
6. 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) and 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.
7. 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.
8. Collect, analyze and present qualitative and quantitative data on provided assistance to returnees, highlighting noteworthy issues for the consideration of appropriate parties and prepare internal reports as well as contribute to preparation of external financial and narrative reports.
9. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project and participate and represent AVRR program in public events, working groups
10. Contribute to development of concepts and proposals, of briefing notes for the events and activities of the projects. Participate and Represent AVRR program in public events, working groups.
11. Provide inputs for development of Standard Operations Procedures and internal tools for providing, monitoring and evaluation of AVRR assistance. Review documents and make changes to their format or style in accordance with standard practices.
12. Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
13. Liaise with Moldovan authorities, diplomatic missions particularly in relation to obtaining clearances, travel documents for AVRR applicants, entry /exit regulations.
14. Perform informal translation of documents from English into Romanian/Russian and vice versa.
15. Perform other related duties as assigned.

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

**Education:**

- High-School diploma with six years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience.

**Experience:**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

**Skills:**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

**Languages:**

Fluency in English, Romanian. Working knowledge of Russian is an advantage.

***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: maintain 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 2***

- 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.

Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances, and a valid COVID certification.

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 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 **27 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 13.01.2023 to 27.01.2023