



IOM International Organization for Migration

Vacancy Notice 2023-12

Open to Internal and External Candidates

Position Title	: Senior Protection Programme Associate (Counter-trafficking)
Duty Station	: Chisinau, Moldova
Classification	: General Service, Category Grade, G-6, UN Salary Scale
Type of Appointment	: Fixed term one year, with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: April 27, 2023

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:

IOM is implementing a comprehensive Protection Programme in the Republic of Moldova. The programme is designed with the aim of preventing and combating trafficking in human beings, protection of victims of trafficking and gender-based violence, child protection and disability inclusion components and other vulnerable categories, including strengthening the capacity of relevant government authorities and civil society in Moldova and work in Transnistria (TN) region. The Programme Associate is to participate in organization and development of activities within the P&P Programme, notably those encompassed in the Counter-trafficking portfolio, to ensure the achievement of IOM objectives, to promote activities and to contribute by means of knowledge, experience and abilities to the strengthening of IOM professional capacity.

Under the direct supervision of the Counter-trafficking Project Officer, and overall coordination of the Protection Programme Coordinator, the incumbent will be acting as Senior Protection Programme Associate (Counter-trafficking) and will have the following duties and responsibilities in the framework of the Protection Programme projects implemented:

Core Functions / Responsibilities:

1. Contribute to the counter-trafficking projects cycle implementation by supporting the Counter-trafficking Project Officer in:
 - development of concepts and proposals.

- budget preparation and revisions in close coordination with Financial/Administrative colleagues.
 - preparation of the relevant donor reports.
 - organization of projects events, implementation of activities, and ensure overall respect of projects' timeline and meeting of targets.
 - preparing briefing notes for the events and activities of the projects.
 - project monitoring and evaluation.
2. Assist in work with partners and consultants under counter-trafficking projects, notably helping partners (e.g. NGOs) in narrative and financial reports preparation and review, analysing their proposals and concepts.
 3. Keep up to date Mimosa database entries, based on the referrals from IOM Missions, national counterparts, NGOs and other relevant agencies and participate in National Referral Mechanism (NRM) Database development.
 4. Analyse and provide statistical reports and narrative summaries, quarterly and upon request, based on information from CT MIMOSA database for project reports' writing, elaboration of information materials, development of studies and research in the field;
 5. Assist in work with suppliers, such as: booking of spaces and catering for events, searching for suppliers of promotion materials, experts or companies for production, research, specific services or other relevant suppliers.
 6. Assist in drafting and negotiating contracts with vendors, suppliers, and other partners such as consultants, trainers, and other related actors within the P&P team activities in coordination with relevant staff and in consultation and coordination with Administrative Officer.
 7. Assist the Protection team in the organization and providing logistics of technical meetings with contractors, stakeholders, trainings, and events; collecting and where relevant storage of lists of required documentations including for contracts of consultants, invoices, hand-over acts, lists of participants of various events.
 8. Liaise with Protection Programme staff regarding procurement and service requests and requirements, to ensure timely implementation of program activities. Prepare purchase requisitions and payment requests to ensure timely implementation of program activities.
 9. Assist in proper filing and keeping of documents for the projects in electronic and hard format. Establish and maintain Protection program filing system.
 10. Assist in data collection and analysis, as well as support the Protection Programme team by acting as back-up reporting associate (data collection and reporting of Mobile Teams' and Implementing Partners' activities, for SitReps, monthly mission reports, and any other requests, including ad-hoc reports and questionnaires).
 11. Keep accurate and pertinent records of all correspondence, project development and reporting files.
 12. Providing informal translation of documents from English into Romanian/Russian and vice versa.
 13. Suggest improvements to internal control, data collection, and streamlining/efficiencies.
 14. Undertake travel duties, as required and in line with prevailing security restrictions, related to project implementation.

15. Guide and train junior staff in the unit; may directly supervise staff if necessary.
16. Perform such other duties as may be assigned by the Protection Programme Coordination and/or Counter-trafficking Project Officer.

Required Qualifications and Experience

Education:

- High School diploma with five years of relevant experience, or
- Bachelor's degree in Socio-Human Sciences, Law, Sociology, Economics, Public Administration or related field with three years of relevant professional experience.

Experience:

- Theoretical and practical knowledge in the field of assistance for vulnerable population, namely:
 - to know the related legal and regulatory framework.
 - to know the spectrum of services (and the existing gaps) available to vulnerable population.
- Experience in drafting reports and briefing notes for officials in governmental institutions or intergovernmental organizations.
- Experience and knowledge of protection standards applicable to migrants and refugees.

Skills:

- Excellent communication and negotiation skills, personal commitment, efficiency, and flexibility.
- Ability to work with minimal supervision and difficult conditions.
- Good knowledge of Microsoft Office package (e.g. Outlook, Word, Excel, Powerpoint) and SharePoint.

Languages:

Fluency in English, Romanian and Russian (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: 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. In all cases, 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 and cover letter in English to: harchisinau@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 April 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 13.04.2023 to 27.04.2023