



IOM International Organization for Migration

CALL FOR APPLICATIONS

Reference code SVN2023-24

Open to Internal and External Candidates

Position Title : **Field Coordination Associate (CCCM)**
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 : **28 August 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 in the following days. While air travel has been suspended in Ukraine and Moldova, Ukraine shares land border with four European Union (EU) Member States: Poland, Romania, Hungary and Slovakia. Other non-EU countries (3) which share their border with Ukraine include Republic of Moldova, Russian Federation and Belarus.

Large in and outflows, along with the vast number of Ukrainian nationals and third-countries nationals who stayed in the country, creating pressure on the local governments in responding to enormously growing needs, on one side; and to and through Moldova of Ukrainian and Third Country nationals created the need to set up a monitoring system and analyse the trends and patterns of mobility as well as to support integrated response in a comprehensive manner to support local governance systems, host communities and refugees and TCNs.

Under the direct supervision of the Camp Coordination and Camp Management (CCCM) Program Officer (Area based activities), and in close coordination with other response units of IOM Moldova mission, the Field Coordination Associate will be responsible:

Core Functions / Responsibilities:

1. Support to the Program Officer and Area-Based Team in planning, coordination and implementation of field activities under umbrella of CCCM and social cohesion,
2. Collect and internally share relevant data related to the area-based response activities,

3. Verify and validate the collected data for data accuracy, and conduct data clean up and basic data analysis,
4. Regular data entry into existing internal reporting tools (KoBo, PowerBI, 5Ws, internal SitRep etc),
5. Take notes during meetings, produce accurate meeting minutes and/or meeting key points,
6. Administrative support to the ad-hoc and regular area-based team travel – arrangement of logistics – in accordance with the mission policy,
7. Liaising with the local governments to create space for effective partnerships,
8. Represent IOM at relevant fora created for purpose of the national Refugee Response Plan, local development plan and at all cross-cutting sectoral WGs, and in local coordination meetings, when necessary,
9. Provide administrative and logistical support in technical capacity-building expertise to the governmental and non-governmental stakeholders,
10. Support the financial monitoring and reporting through internal systems,
11. Provide regular feedback on accomplishments and challenges,
12. Performs other duties as they might be assigned.

Required Qualifications and Experience

Education

- University degree in social sciences, international relations, or relevant studies with minimum of 2 years of work experience in various humanitarian settings.
- High school diploma with minimum of 4 years of work experience.

Experience

- Previous work experience in humanitarian or non-governmental sector,
- Experience in coordination of multiple projects simultaneously, setting priorities, and meeting deadlines,
- Previous work experience in coordination with diverse stakeholders – governments at various levels, UN, NGOs and/or INBGOs,
- Work experience with modern digital solutions and dashboards.

Skills

- Strong communication and networking ability.
- Good reporting and data collection skills.
- Good organisational skills.
- Flexibility and adaptability.

Languages

For all applicants, fluency in English is required (oral and written) and working knowledge of Romanian or Russian is considered as an asset.

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 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 **28 August 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 14.08.2023 to 28.08.2023