



IOM International Organization for Migration

Vacancy Notice 2023-32 Open to Internal and External Candidates

Position Title	: Project Associate (Legal Counselling)
Duty Station	: Chisinau, Moldova
Classification	: General Staff Category, Grade G-5, UN Salary Scale
Type of Appointment	: Fixed term one year, with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: September 05, 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:

Under the overall supervision of the Protection Programme Coordinator in Moldova and the direct supervision of the Protection Coordinator (Operations); and in collaboration with other units at IOM Moldova, the Project Associate – Legal Counsellor will be responsible for contributing the effective and quality assistance services to refugees, migrants and host communities taking into account their specific needs.

Core Functions / Responsibilities:

1. Work within a multidisciplinary team as part of IOM mobile protection team(s).
2. In coordination with IOM colleagues and as part of IOM mobile protection team(s), Provide information on legal matters, including information relevant to international protection (e.g. asylum procedures, access to documentation). Conduct initial assessment of needs and provide background information to individual cases.
3. Conduct individual counselling sessions and support with asylum procedures, including registration of the asylum claim, family reunification cases, cases willing to seek asylum in third countries.
4. Establish daily communication with competent authorities to facilitate full support of the cases and provide accurate information to the beneficiaries.

5. Engage in other administrative actions/tasks to facilitate the asylum process; or other individual processes – such as support for victims of trafficking, survivors of GBV, access to legal documentation, other legal information, and support for vulnerable populations.
6. In collaboration with protection staff, assist with legal matters, such as civil status-related caseload (e.g. access to birth registrations), social rights-related caseload (rights and procedures to access housing, employment, medical services, such as Social security Number), other personal documents (e.g. residence permits), based on the specific needs of the persons.
7. Organize focus group discussions and awareness-raising sessions on protection issues linked to legal rights, obligations and violations thereof (e.g. Labor law and exploitation, family law, etc.) in synergy with the protection staff.
8. Actively contribute to coordination efforts by participating in team coordination meetings and keep team members informed on case developments and important updates.
9. Submit timely updated reports and share relevant feedback (including feedback on gaps, trends and needs) with respective supervisors.
10. Maintain a comprehensive and updated case file for each case undertaken.
11. Undertake duty travels as required.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education:

- Bachelor's degree in law or related field with five years of relevant professional experience; or
- High school degree/diploma with three years of relevant experience.

Experience:

- Work experience in humanitarian response field with a focus on the thematic area of Protection of forced displacement.
- Experience in working and representing organizations in coordination mechanisms as well as with local NGOs.
- Work experience in the field of legal counsellor. Experience as a lawyer is preferred.
- Experience in working in multi-cultural environment is preferred.

Skills:

- Knowledge of migration- and protection-related subject areas, as dealt with by the Organization in Moldova.
- Good knowledge of legal system in Moldova as well as regulations and legal framework on immigration and asylum.
- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility.
- Good level of computer literacy.
- Ability to work under pressure and difficult conditions.

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 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 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 the country 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, 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: 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 **05 September 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 22.08.2023 to 05.09.2023