



IOM International Organization for Migration

Vacancy Notice 2024-14 Open to Internal and External Candidates

Position Title : **Project Assistant Return and Reintegration**
Duty Station : **Chisinau, Moldova**
Classification : **General Staff Category, Grade G-5, UN Salary Scale**
Type of Appointment : **One Year Fixed Term Contract,**
Estimated Start Date : **ASAP**
Closing Date : **June 6 , 2024**

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 guidance of the Assisted Voluntary Return and Reintegration (AVRR) Coordinator and direct supervision of the Senior Project Associate, the incumbent will be acting as Reintegration Project Assistant and will have the following duties and responsibilities in the framework of the ongoing AVRR activities and implemented project of the Protection Programme:

Core Functions / Responsibilities:

1. Assist in the implementation of the Assisted Voluntary Return and Reintegration (AVRR) program activities in coordination with the Senior Project Associate and the AVRR Coordinator and in accordance with IOM's policies and standard operating procedures in the field of Return and Reintegration (RR) for vulnerable migrants and returnees.
2. Provide support he implementation of projects' activities in the area of Return and Reintegration, including coordination of legal, technical, and operational aspects.
3. 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.

4. Liaise and maintain positive working relationships with relevant national and local NGOs, as well as Multidisciplinary Teams (MDTs) at Rayon and local level and/or community mediators, ensuring the correct referral of the relevant AVRR program beneficiary cases.
5. Receive referrals of AVRR cases and in coordination with the Senior Project Associate coordinate their further referral to internal and external stakeholders for the relevant assistance.
6. Liaise with Moldovan authorities regarding short or long-term possibilities of reintegration or comprehensive assistance options for returnees.
7. Follow up with relevant IOM missions in host countries on the implementation of reintegration plans as well as reintegration monitoring of AVRR cases assisted through the project and entitled to in-kind reintegration assistance.
8. Update and maintain the required databases on assisted cases; collect and present drafts of qualitative and quantitative data on provided assistance to returnees, as well as drafting internal statistical and narrative reports.
9. Support in organizing and drafting including agendas, factsheets, minutes, situation analyses, statistical reports, and training materials, as well as organization of capacity-building activities and administrative monitoring of the conducted training activities.
10. Undertake duty travel as assigned.
11. Perform such other duties as may be assigned

Required Qualifications and Experience

Education:

- High School diploma with five (5) years of relevant experience; or
- Bachelor's degree in political, Psychology or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, or related fields from an accredited academic institution with three (3) years of relevant professional experience.

Experience:

- Experience in administrative, financial, case management and IOM internal procedures.
- Experience in MiMOSA; and
- Experience in the usage of Microsoft software packages (Ms Word, Excel, PowerPoint, etc.) and knowledge of spreadsheet and data analysis;

Skills:

- Knowledge of the broad range of migration related subject areas dealt by the Organization, in depth knowledge on return and reintegration migration of Moldova.
- Knowledge of case management process related to the return and reintegration work process.
- Knowledge of UN and bilateral donor programmes; and
- Basic knowledge of procurement and financial rules and regulations.

Languages:

IOM's official languages are English, French, and Spanish

Required Competencies

For this position, fluency in English and Romanian languages are required (oral and written).

Desirable

Working knowledge of Russian language.

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 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

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 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 [IOM Personal History Form](#) 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 **06 June 2024**.

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

Only shortlisted candidates will be contacted.

Posting period:

From **23.05.2024** to **06.06.2024**