



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Program Assistant**
Vacancy Number : **SVN/IOMSO/013/2019**
Duty Station : **Mogadishu, Somalia**
Classification : **General Service Staff, Grade G7**
Type of Appointment : **Short term, nine months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **19 February, 2019**

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 work 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:

Under the overall guidance of the Chief of Mission, IOM-Somalia, overall supervision of the Program Manager-Migrant Protection Assistance (MPA) Division) and the direct supervision of the National Program Officer- MPA, the Senior project Assistant will be responsible for supporting the implementation, monitoring of and reporting on the operations of the project entitled “EU-IOM Joint Initiative for Migrant Protection and Reintegration in the Horn of Africa (JI)” programme, as well as support to other MPA projects serving Assisted Voluntary Return and Reintegration (AVRR). Thematically, the senior programme assistance will be working on activities that: (i) Increase the capacities of partner countries and relevant stakeholders to develop and strengthen return and reintegration policies and processes; (ii) Facilitate Assisted Voluntary Return and Reintegration processes amongst partner countries along main migration routes; and (iii) Facilitate economic, social, psycho-social and legal support to reintegration of returnees.

Core Functions / Responsibilities:

The Senior Program Assistant responsibilities will include, but not be limited to:

1. Lead the implementation of IOM Somalia’s Migrant Protection and Assistance (MPA) activities, including Assisted Voluntary Return and Reintegration (AVRR)

- resettlement and family re-unification, Counter-trafficking, including liaison with other IOM missions and local authorities
2. Arrange and coordinate the logistical & operational activities needed for AVRR of identified applicants/returnees, including close follow-up to secure clearance/approvals, family tracing and risk assessments, including delegation of appropriate tasks to supporting team members
 3. Provide counselling to returnees; support early identification of complex vulnerabilities to facilitate effective returnee referrals for enhanced assistance in Somalia and strong maintenance of case-management
 4. Coordinate and monitor reception assistance to returnees including at the Mogadishu International Airport (MIA) and onward transportation to the returnees' final destination, accompanying returnees to areas of origin as necessary.
 5. Facilitate the implementation of the post arrival assistance, identify gaps, propose measures to reduce challenges and coordinate with stakeholders to provide comprehensive services.
 6. Assist returnees in planning & implementing reintegration support packages, facilitating procurement and payment processes to ensure that goods and services procured and delivered are of good quality, in close coordination with relevant government authorities and private sector institutions.
 7. Assist the Programme Manager (MPA) and National Program officers in setting up procedures, forms, data collection and complaints mechanisms for assistance.
 8. Ensure junior staff collect timely and accurate AVRR data, and prepare it for further processing, analysis and reporting purposes, including specialized data such as that relating to Victims of Trafficking (VoT) and Unaccompanied Migrant Children (UMC).
 9. Coordinate proper and timely charging of service fees for operational support.
 10. Act as focal point for other missions' communications on returns, resettlement, family reunification and country specific information related to the return context in Somalia.
 11. Act as the MPA Focal Point for the Migration Response Centre in Mogadishu and liaise with the relevant government authorities in coordination with the Programme Manager, by assessing and strengthening the Migration Response Centre to better respond to human Trafficking and Smuggling in Somalia
 12. Brief the Programme Manager on a regular basis on trends and developments relevant to MPA
 13. Contribute to the development of new concept notes and project proposals on MPA
 14. Assist in developing appropriate monitoring tools to facilitate effective implementation of projects and activities, including regular travel to field locations as required
 15. Support MPA activities in the promotion and visibility of IOM JI activities to garner support for IOM programmes and activities in Somalia
 16. Any other duties as required.

Required Qualifications and Experience

Education

- Bachelor's degree in Political Science, International Relations, Public Administration, international law, development studies or a related field from an accredited academic institution with five years of relevant professional experience; or
- High School Diploma in the above fields with seven years of relevant professional experience

Experience

- Proven ability to establish and maintain strong working relations with relevant Government and Non-Governmental counterparts, international organizations, civil society or private sector entities.
- Experience in the area of migration, refugees and reintegration of migrants and victims of trafficking preferably in Somalia.
- Personal commitment, drive for results, flexibility, and ability to work effectively and harmoniously with colleagues from various cultures and professional background.
- Good communication, inter-personal and negotiation skills.
- Ability to work under stressful working conditions such as tight timelines and managing large group of beneficiary caseloads.
- Strong analytical, organizational and reporting skills.
- Good level of computer literacy; proficient in Microsoft Windows and MS Office applications.

Languages

Fluency in **English** and **Somali** is required.

Required Competencies

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 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.

Managerial Competencies – behavioural indicators level 2

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

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 candidates should submit CV and a cover letter indicating the **Special Vacancy Notice Number (SVN No.), Position Title and the Duty Station** with three professional referees and their contacts (both email and telephone) to: recruitmentsomalia@iom.int

Posting period:

From 06.02.2019 to 19.02.2019