



GENERIC POST DESCRIPTION

SECTION 1

Position Information

Position Title	Protection Assistant
Position Grade	G4
Duty Station	Freetown, Sierra Leone
Position Number	
Job Family	Programmes
Organizational Unit	10005639
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Freetown, Sierra Leone
Position rated on	
Reports directly to	Senior Protection Assistant
Number of Direct Reports	N/A

SECTION 2

Organizational Context and Scope

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. IOM is part of the United Nations system, as a related organization. IOM supports migrants across the world, developing effective responses to the shifting dynamics of migration and, as such, is a key source of advice on migration policy and practice. The organization works in emergency situations, developing the resilience of all people on the move, and particularly those in situations of vulnerability, as well as building capacity within governments to manage all forms and impacts of mobility. OM has been operating in Sierra Leone since 2001. During its inaugural years, IOM Sierra Leone has supported the government through the implementation of life-impacting projects including the demobilization and rehabilitation of ex-combatants as well as the registration and resettlement of refugees to third countries. IOM's activities have since expanded reflecting emerging and changing needs related to mobility and migration management in the areas such as development of human capital and strengthening of institutional capacity; health and border management; emergency response including the Ebola outbreak and flood/mudslide disasters; diaspora engagement counter trafficking; disaster risk reduction (DRR); Assisted Voluntary Return and Reintegration (AVRR).

With support from the European Union/Under European Union Funding, IOM Sierra Leone is implementing the Migrant Protection Return and Reintegration (MPRR) Programme which aims to assist vulnerable returned migrants with sustainable reintegration with emphasis on protection and Mental Health and Psychosocial Support (MHPSS) through strengthened partnerships with the Government of Sierra Leone, civil society organizations and private sector.

SECTION 3

Responsibilities and Accountabilities

Under the overall supervision of the Head of Office in Sierra Leone and the Programme Coordinator and the direct supervision of the senior Protection Assistant, the successful candidate will be accountable and responsible for assisting the MPRR and AVRR programmes. In particular, he/she will:

1. In close collaboration with MHPSS focal point, provide MHPSS related guidance and training sessions to the returning migrants as needed as per the project-specific reintegration designs and requirements
2. Support tracking of the implementation of reintegration assistance to returning migrants as per the project-specific reintegration designs and requirements.
3. Conduct monitoring of the activities as per the reintegration plan within the MPRR program and raise any issue to the direct supervisor.
4. Develop individual action plans for vulnerable beneficiaries in cooperation with AVRR support for individual reintegration of protection cases, including unaccompanied minors and victims of trafficking
5. Responsibly maintain a comprehensive and updated case file for each case undertaken; inform and keep beneficiaries updated for the progress of the status of reintegration support process
6. Participate in handover of beneficiaries' reintegration packages and collect relevant documentations as specified.
7. In close collaboration with the Monitoring and Evaluations Officer, support monitoring and evaluation of reintegration support to beneficiaries where necessary.
8. Conduct field visits, as and when necessary.
9. Respond to information requests and inquiries related to MHPSS; set up and maintain files/records; organize meetings, workshops and training sessions relevant to MHPSS activities.
10. Perform any other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Degree in psychology, Counseling, Social Work, Nursing and other related Social Sciences, with a minimum of two years' experience in the field of Migration Management including operational and field experience.

- Or a diploma in the above and four years of professional experience in the related field as above.

EXPERIENCE

- Experience working in mental health, psychosocial support or other relevant fields.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.
- Experience to conduct vulnerability assessments is highly desirable
- Previous work experience in international organizations and companies would be an advantage. Preferably within the United Nations or an international humanitarian organization

SKILLS

- In depth knowledge of MHPSS programming in Sierra Leone.
- Knowledge of case management requiring mental health and psychosocial support.
- ICT skills and good knowledge in use of Microsoft Office software (outlook, Word, Excel, PowerPoint, etc.)
- Good communication and interpersonal skills
- Ability to maintain confidentiality is mandatory.

SECTION 5

Languages

Fluency in English and Krio is required

REQUIRED

Fluency in English is required (oral and written).

DESIRABLE

Working knowledge of English and Krio

SECTION 6

Competencies

The incumbent is expected to demonstrate the following values and competencies: **VALUES** - All

IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

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.

Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

How to Apply: Interested candidates are invited to submit their applications to iom-recruitment-sl@iom.int with the subject line, " SVN SL 2024 _001 – Protection Assistant with the following attachment in PDF; (i) Cover Letter , (ii) Curriculum Vitae, (iii) Education and Work Experiences, (iv) Three Reference Contacts. The deadline of submission is **Wednesday, 24th July 2024.**

IOM only accepts duly completed applications submitted to the email address. Only shortlisted candidates will be contacted by IOM.

No Fees: IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts. IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. Internal and external candidates are eligible to apply for this vacancy. For this vacancy, internal candidates are considered as first-tier candidates. 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, accreditation, any residency or visa requirements, and security clearances.

SECTION 7
Signatures

1 st Level Supervisor	Date
	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.