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.

Context:

Assisted Voluntary Return and Reintegration (AVRR) is a core activity of IOM Ghana as part of its comprehensive approach to migration management. Through its AVRR programmes, IOM provides administrative, logistical and financial support – including reintegration assistance – to migrants who are unable or unwilling to remain in their host/transit country and express the wish to return to their countries of origin.

The Reintegration Assistant will provide support to Ghanaian returnees through the provision of reintegration support as per the programmatic guidelines of the various AVRR projects. Support will include counselling to explain the parameters of the reintegration programme and disbursement of funds in accordance with project requirements. The incumbent will also be responsible for monitoring and evaluation of reintegration activities.

Core Functions / Responsibilities:

Subject to the direct supervision of the Programme Manager and the overall responsibility of the Chief of Mission, the incumbent will assist with the AVRR operational activities of the Mission. Tasks will include:

- Assist all returnees who return under IOM’s AVRR programmes to devise viable reintegration plans;
- Provide overall support in the day-to-day management and functioning of reintegration grants;
- Authenticate all supporting documents presented by returnees and forwarding them to relevant focal points for approval and subsequent disbursement of funds to service providers/suppliers;
- Assist in finding business opportunities and support mechanisms available for small business establishment in Ghana;
- Assist returnees to obtain business licenses to operate in Ghana;
• Maintain electronic filing system for all returnees including victims of trafficking to ensure that all relevant documents (ABNs, approvals, business plans, supporting documents, invoices, monitoring reports etc.) are saved on the public drive in an organized manner;

• Support the maintenance of the database on AVRR returnees and provide regular statistical reports to Programme Manager and Regional Office as required (monthly, quarterly, and annually);

• Assist sending missions to facilitate the voluntary return of Ghanaians through provision of information, arranging shelter, conducting family tracing etc.;

• Act as the administrative focal case manager for the return and reintegration of Victims of Trafficking in coordination with the CT unit;

• Participate in meetings and workshops in relation to AVRR and Victims of Trafficking;

• Support monitoring missions from other IOM offices through the facilitation of logistical arrangements including with returnees;

• Conduct monitoring of return and reintegration activities (via phone and in person);

• Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

• University degree from an accredited educational institution in human or social science, business and administration with two years of relevant working experience; or

• High school degree/certificate with at least four years of relevant working experience.

Experience

• Experience in working with international organizations, governmental and diplomatic authorities is an asset;

• Ability to manage logistic and administrative aspects of projects

• An experience in the area of reintegration and assistance to migrants or refugees is an advantage;

• Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;

• Familiarity with financial and business administration;

• Experience in drafting narrative project reports and project documents.
**Languages**

For this position, fluency in English and French is required (oral and written). Working knowledge in Ewe and TWI is an advantage.

1 Accredited Universities are the ones listed in the UNESCO World Higher Education Database (https://whed.net/home.php).

**Required Competencies:**

The incumbent 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

- **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 3

- **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 & 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.

IOM’s competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.
Other:

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment or visa requirements and security clearances.

No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications directly to accravacancies@iom.int by 13 January 2022 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

From 31.12.2021 to 13.01.2022

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.