



VACANCY NOTICE

Open to Internal and External Candidates¹

Position Title : **Senior Project Specialist (Movements)**
Duty Station : **Bucharest, Romania**
Classification : **General Service, Grade G6 (full-time)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **1 December 2023**

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 environment. Internal and external candidates are eligible to apply to this vacancy.

Context:

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM Country Offices, coordinated under the Division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Under the overall supervision of the Head of Office (HoO) and direct supervision of Senior Operations Coordinator (Movements), the Senior Project Specialist (Movements) is responsible for supervising movement and data processing activities, with the following duties and responsibilities:

¹ Internal candidates are staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs) in the service of the Organization, unless otherwise specified in their contract. Staff members on special leave without pay (SLWOP) and staff members on secondment/loan released by the Organization are also considered internal candidates.

Core Functions / Responsibilities:

1. Undertaking movement activities, including coordinating, scheduling and booking travel, distributing Advance Booking Notifications (ABNs), and issuing updates on domestic flights, cancellations and departure notifications; or data processing activities, including recording demographic and biographic information in MiMOSA, confirming receipt to third parties, and managing, securing, and accounting for travel documents in accordance with the local standard operating procedures (SOPs);
2. Organize and complete all bookings by Movements' staff members in a timely manner and in accordance with the Handbook of IOM Tariffs (HIT);
3. Ensure compliance with program-specific SOPs for different migrant types and other modes of travel by air, land or sea;
4. Provide support in the implementation of activities at the Emergency Transit Center (ETC) that doubles as IOM Romania sub-office, in Timisoara, in close coordination with UNHCR and General Inspectorate for Immigration;
5. Support staff development processes such as providing training, assigning duties and giving feedback to staff members on their performance on a regular basis to ensure high quality work and the accurate completion of activities;
6. Ensure the liaising with Government, non-Government and inter-Government stakeholders (FRONTEX, EUAA, UNHCR etc) for the implementation of trans-national activities;
7. Undertake secure storage of documentation and data in accordance with IOM principles and guidelines, that they are taking all necessary measures to guarantee limited access to physical files, and that they are dispatching travel documents and coordinating exit permits in a timely manner. Ensure the travel bag has all necessary documentation to depart the country;
8. Process exit permits and travel documents in close coordination with supervisors and other IOM colleagues; this may include direct communication with beneficiaries in relation to requesting them to submit required documentation in accordance with SOPs;
9. Prepare Data Processing reports on the receipt of documentation to time of service delivery, as well as regular data mining reports confirming MiMOSA is up-to-date and accurate; advise management on possible issues which need attention and suggest corrective actions. Report specifically to management on any problems encountered like denials of exit permits, the reasons for such denials and possible solutions;
10. Oversee pre-departure counselling on pre-embarkation procedures and special needs during travel (such as meals, medication, wheelchairs and medical conditions) as needed and identity and document verification prior to the distribution of travel documentation to departing individuals. Identify beneficiary vulnerabilities and coordinate appropriate action to ensure they are addressed, including overseeing the coordination of escorts;
11. Under the close supervision of Movement Operations Coordinator, liaise as needed with other teams and units in IOM Romania and with external partners such as airport and government authorities. Provide regular feedback on work being accomplished to the Movement Operations Coordinator immediately informed of any issues that arise;
12. Provide comprehensive support on relevant Movement Operations SOPs and Movements-related systems and databases (including iGATOR, MiMOSA, SAR and Amadeus), in line with the IOM Code of Conduct and instruction on the Prevention of Sexual Exploitation and Abuse (PSEA);

13. Maintain and ensure the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert Movement Operations Coordinator any non-compliance to SOPs or codes of conduct by IOM staff members or partners; and,
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Secondary (high-school) education with six years of working experience; or,
- Bachelor's degree with four years of working experience

Experience

- Prior Movement Operations, transportation-related experience an advantage.

Skills

- Strong computer skills - Word, Excel and Internet; past experience with Movement Operations-related databases and systems (including iGATOR, MiMOSA, SAR and Amadeus) is a distinct advantage;
- Knowledge and understanding of IOM's institutional approach on PSEA and related strategies, policies, rules and regulations; and,
- Ability to work with and maintain strict confidentiality, when necessary.

Languages

- Fluency in English and Romanian is required.
- Any other IOM language (French, Spanish) is an advantage.

Required 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 *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 & 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

This post is subject to local recruitment.

How to apply:

Interested candidates are invited to submit their applications including a cover letter not exceeding more than one page and Personal History Form to bucharestapplication@iom.int **by 1st of December 2023** referring to the vacancy notice number VN 2023-11 – Senior Project Specialist (Movements)

Download the Personal History Form accessing:

<https://romania.iom.int/sites/g/files/tmzbd11556/files/iom-personal-history-form.xlsx>

The UN salary scale can be accessed at the following link: [UN Salaries-Romania](#)

For an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 16.11.2023 to 01.12.2023