



VACANCY NOTICE

Open to Internal and External Candidates¹

Position Title : **Project Assistant (Inclusion Counselling)**
Duty Station : **Bucharest, Romania**
Classification : **General Service, Grade G5 (full-time)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **20 February 2024**

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:

Under the direct supervision of the Project Coordinator, and with the overall supervision of the Head of Programmes, the Project Assistant (Inclusion Counselling) will be responsible for carrying out information activities and provide accurate data on rights and obligations to migrants legally residing in Romania.

The successful candidate will be based in Bucharest, Romania and will have the following duties and responsibilities:

Core Functions / Responsibilities:

1. Support the identification, registration, enrolment of beneficiaries in the inclusion projects.
2. Carry out information and counselling activities for migrants registered within the migrant inclusion projects on a range of aspects meant to support their access to services provided at local level.
3. Maintain regular contact with beneficiaries, community representative, local authorities to address concerns and challenges on a regular basis.

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.



4. Provide information about the support available within the projects and the assistance provided by the local and central authorities (e.g., allowances, subsidies, etc.).
5. Facilitate the access to integrated services and complementary support provided to beneficiaries by the local authorities/institutions (e.g., county employment agencies; county school inspectorates; local agencies responsible for providing social benefits, etc.) or stakeholders. Accompany beneficiaries to different stakeholders as required.
6. Liaise as needed with other colleagues, departments, partners, stakeholders, in close coordination with the supervisor.
7. Register beneficiaries into the projects and fill the supporting documents depending on the assistance provided by IOM.
8. Manage beneficiaries case files, verify the creation of new case files, update files, and monitor beneficiaries in close coordination with the rest of the team/partners/other stakeholders responsible for providing assistance to migrants based on the identified needs.
9. Enter data into the databases, verify previous registrations, update and ensure the accuracy of the information.
10. Ensure the archiving and the preservation of the working tools and of the relevant documents.
11. Demonstrate an in-depth understanding of the procedures, tools, working methodologies as well as the ability to remain professional, impartial and unbiased during all interactions with beneficiaries and stakeholders.
12. Support the organization of other socio-cultural and educational activities (e.g., orientation sessions, non-formal educational activities, etc). Attend the events organized by IOM as required.
13. Work closely with newly recruited team members and/or partners to support their learning process and provide guidance as needed.
14. Maintain the confidentiality and integrity of all information by implementing control procedures in line with standards of conduct and data protection rules.
15. Collect data, compile periodic project progress updates, and timely communicate implementation challenges.
16. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- School diploma with five years of relevant experience; or
- Bachelor's degree in Political or Social Sciences, International Relations, Development or Economic Studies, Human Rights or related fields from an accredited academic institution with three years of relevant professional experience.



Experience

- Prior working experience with international humanitarian organizations, non-government or government institutions in a multi-cultural settings is an advantage.
- Experience in working with migrants, refugees, victims of trafficking and other vulnerable groups
- Experience working in large teams that requires a very good coordination and distribution of responsibilities.

Skills

- Proficient in computer applications such as Word, Excel, and Internet
- Strong interpersonal and communication skills
- Attention to detail, ability to organize paperwork in a methodological way
- Discreet and beneficiary-orientated, patient and willingness to learn new things
- Problem-solving skills
- Ability to work with minimal supervision

Languages

- For all applicants, fluency in English and Romanian is required (oral and written).
- Working knowledge of Dari/Farsi/Hindi

Required 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.

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.

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

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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 \(PHF\)](#) to bucharestapplication@iom.int by **23:59 on Tuesday 20 February 2024** referring to the vacancy notice number **VN 2024-03 – Project Assistant (Inclusion Counselling)**.

Download the Personal History Form (PHF) here:

<https://romania.iom.int/sites/g/files/tmzbdl1556/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 06 February 2024 to 20 February 2024