



VACANCY NOTICE

Open to Internal and External Candidates¹

Position Title : **Project Assistant (Legal)**
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 in close coordination with the Head of Programmes, the Project Assistant (Legal) will be directly involved in assisting in preparing specific materials on the legal framework applicable in Romania for migration related aspects, providing accurate information on the rights and obligations of migrants and supporting with the completion of paperwork, as needed.

The successful candidate will be based in [Bucharest, Romania](#) and will have the following duties and responsibilities:

Core Functions / Responsibilities:

1. Assist in analysing and interpreting the legal framework applicable at national and European level in different areas of migration.
2. Assist in drafting internal interpretation of various national and European Union rules and regulations.

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.



3. Monitor all relevant websites and official channels for updates and new instructions with regard to migration legal framework. Perform necessary analysis and provide expert recommendations for immigration options.
4. Support beneficiaries in accessing information on all relevant aspects related to their stay in Romania (e.g., extension of permits, access to labour market, access to education, access to social benefits, completion of specific documents in line with the applicable legal framework, etc).
5. Liase with relevant partners, local authorities and other relevant stakeholders to ensure that the beneficiaries may receive appropriate support as needed.
6. Refer beneficiaries to relevant internal or external legal support services based on the identified needs.
7. Work within a multidisciplinary team that includes other IOM staff (psychologists, inclusion counsellors, legal counsellor, physician, cultural mediators, etc).
8. Assist in developing data-based policy recommendations at Country Office level.
9. Provide advice to IOM staff in addressing legal related queries received from beneficiaries.
10. Support with the development of information materials.
11. In coordination with supervisors, liaise as needed with other IOM Departments and relevant stakeholders.
12. Collect data, compile periodic project progress updates, and timely communicate identified challenges.
13. Support the organization of information sessions for beneficiaries on different aspects related to their staying in Romania and attend different events organized by IOM and other relevant stakeholders.
14. Demonstrate an in-depth understanding of the IOM policies, rules and regulations as well as the ability to remain professional, impartial and unbiased during all interactions with beneficiaries, colleagues, and stakeholders.
15. Maintain the confidentiality and integrity of all information by implementing control procedures in line with standards of conduct and data protection rules.
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 Law 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.



- Proven experience on national and EU legal framework
- Excellent analytical skills
- Experience in reviewing legal documents and/or papers

Skills

- Proficient in computer applications such as Word, Excel, and Internet
- Demonstrates strong interpersonal and communication skills
- Attention to detail
- Self-motivated and goal-oriented
- Capable of taking initiative and working under pressure

Languages

- For all applicants, fluency in English and Romanian is required (oral and written).
- Any other IOM official language will be considered as advantageous

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 2024-04 – Project Assistant (Legal)**.

Download the Personal History Form (PHF) here:

<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 06 February 2024 to 20 February 2024