



VACANCY NOTICE

Open to Internal and External Candidates¹

Position Title : **Project Assistant (Social Work)**
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 Head of Programmes, the Social Worker will provide support/case management to migrants registered with IOM in accordance with the identified needs. The successful candidate will also facilitate the access of beneficiaries to social, educational, medical, employment in close coordination with the relevant colleagues.

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

Core Functions / Responsibilities:

1. Undertake the case management and conduct social consultation of beneficiaries registered in the inclusion project(s).
2. Carry out screening interviews with beneficiaries to understand and assess their vulnerability, identify their specific needs and determinate their eligibility for different types of assistance.

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. Work within a multidisciplinary team that includes other IOM staff (psychologists, inclusion counsellors, legal counsellor, physician, cultural mediators, etc).
4. In coordination with other IOM staff, providing specialized services, identify specific vulnerabilities of beneficiaries and ensure appropriate support and/or referral to relevant internal or external support services.
5. Accompany, if necessary, eligible beneficiaries to relevant stakeholders as per the needs identified.
6. Support beneficiaries in accessing social benefits as needed (e.g., health insurance and services, child allowance, disability benefits, etc) and organize information sessions in close coordination with the rest of the IOM team/partners.
7. Fill the supporting documents in accordance with the applicable working methodology and register the beneficiaries into to the database. Keep all case management files updated and secured, in accordance with IOM Data Protection Principles and protocols in place.
8. Assist beneficiaries with all the necessary information to access relevant specialized care and/or administrative services provided by other organizations/institutions.
9. Compile case reports and maintain case files for the beneficiary assisted, while adhering to IOM data protection standards, using the existing IOM tools.
10. Liaise with the relevant IOM staff/partners/stakeholders to identify possible medium and long-term solutions for vulnerable beneficiaries.
11. Support the organization of non-formal educational and recreational activities for the beneficiaries.
12. Work closely with newly recruited team members and/or partners to support their learning process and provide guidance as needed.
13. Maintain the confidentiality and integrity of all information by implementing control procedures in line with standards of conduct and data protection rules.
14. Collect data, compile periodic project progress updates, and timely communicate implementation challenges.
15. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- School diploma with five year of relevant experience; or
- Bachelor's degree in Social Work from an accredited academic institution with three years of relevant professional experience

Experience

- Previous experience in social work and/or case management.
- Awareness of migrant and refugees issues, including the existing context in Romania.
- Prior working experience with international humanitarian organizations, non-government or government institutions in a multi-cultural settings is an advantage.



Skills

- Proficient in computer applications such as Word, Excel, and Internet.
- Strong interpersonal and communication skills, personal commitment, and flexibility.
- Attention to detail and organizational abilities.
- Ability to work with minimal supervision and in difficult situations.
- Ability to work independently, as well as in a team.

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 - Behavioral 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.

Holding a valid professional permit issued by the National College of Social Workers in Romania is a prerequisite for employment.

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 2024-05 – Project Assistant (Social Work)**.

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