



VACANCY NOTICE

Open to Internal and External Candidates¹

Position Title : **Senior Protection Associate**
Duty Station : **Bucharest, Romania**
Classification : **General Service, Grade G7 (full-time)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **31 July 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 Head of Office (HoO) in Romania and in cooperation with the National Program Officer, the incumbent will support the implementation and facilitate further development of the projects' portfolio of IOM Romania, especially in the protection and counter trafficking area. The successful candidate will also assist in planning, organizing, monitoring, and implementing all aspects of projects to achieve the expected results.

Core Functions / Responsibilities:

1. Coordinate, implement, and monitor project(s), and participate in the development of new projects in coordination with supervisor.
2. Contribute to uphold and enhance the embedding and mainstreaming of protection across activities and programmes of IOM Romania.
3. Assist Project Coordinators in coordinating, monitoring and improving timely and safe implementation of specialized protection services and activities in line with IOM's SOPs, workplans and project objectives.

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 capacity-building sessions to provincial-level staff and IPs on general protection, protection mainstreaming principles, counter-trafficking (CT), gender-based violence (GBV), child protection (CP), safe referral pathways, prevention of sexual exploitation and abuse (PSEA), data protection and other protection-related topics.
5. Serve as the Country Office PSEA focal point and work with the Programme Managers and Project Developers to ensure appropriate PSEA integration into programme design and implementation.
6. Map, establish and strengthen partnerships with key stakeholders on Protection-related matters through potential new joint or integrated activities, or ensuring the implementation of ongoing coordination or joint activities.
7. Contribute to the identification of donors' priorities and strategies, explore the possibility to develop follow-up initiatives and/or support the initiation of new programme development process and draft projects proposals, in relation to expressed governmental needs, donors' priorities and in line with IOM's mandate and strategy.
8. Identify protection trends and closely coordinate with supervisor to respond and report such concerns.
9. Oversee comprehensive case management services in accordance with IOM guidelines and SOPs.
10. Monitor that all protection activities and cases are individually documented, filed and up to date in IOM share point/relevant systems, in accordance with IOM's data protection policy and IOM's SOPs and related policies.
11. Work collaboratively with relevant colleagues to map and maintain current protection-related referral pathways. Collect information on access to services and provide regular updates on changes to services available.
12. Refer beneficiaries to key service providers in accordance with IOM guidelines and SOPs.
13. Participate and lead in relevant conferences, workshops, steering committees and technical working groups, as well as other forums, to facilitate proper coordination and presentation of IOM activities.
14. Perform other related duties as required

Required Qualifications and Experience

Education

- High School diploma with seven years of relevant experience; or,
- Bachelor's degree in law, Human Rights, Political or Social Sciences, or related fields with five years of relevant professional experience.

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;



- Attention to detail, ability to organize paperwork in a methodical way;
- Demonstrated understanding and application of person-centred, trauma-informed and gender sensitive approaches to protection related matters, especially within the trafficking in persons (TiP) context
- Excellent understanding of labour migration, protection risks faced by migrants and related social issues in the European Union context;
- Discreet, detail-oriented and person-centered, patient and willingness to learn new things; and;
- Familiarity with counter trafficking and European anti-TiP standards and/or Romania's National Identification and Referral Mechanism (NIRM) is an advantage
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience in drafting studies, normative documents and performing analysis of complex procedural, legal and policy issues is an advantage.

Skills

- Demonstrates strong interpersonal and communication skills
- Self-motivated and goal-oriented
- Capable of taking initiative and working under pressure

Languages

- For all applicants, fluency in Romanian and English is required (oral and written).

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

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 iombucharestHR@iom.int **by 23:59 on 31 July 2024** referring to the vacancy notice number VN 2024-13 – **Senior Protection Associate**.

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 09 July 2024 to 31 July 2024