



IOM International Organization for Migration

Call for CVs CFCV 18/37

Open to Internal and External Candidates

Position Title : Information Officers
Duty Station : Samos, Lesvos, Drama/Xanthi, Rodos, Attiki
Classification : Ungraded
Type of Appointment : Special short-term contract with possibility of extension
Estimated Start Date : As soon as possible
Closing Date : July 31st, 2018

The International Organization for Migration is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all and it does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

In the framework of “The implementation of assisted voluntary returns including reintegration measures”, co-funded 75% by European Asylum, Migration and Integration Fund and 25% by National Funds project; which has been designed to implement AVRR activities that shall include pre- departure and counselling assistance, travel arrangements, returns and reintegration assistance. IOM Greece will work closely with IOM Missions in transit and final destination to carry on AVRR activities. Under the overall supervision of the Chief of Mission and direct supervision of the Program Coordinator, the successful incumbent will have to undertake the following duties and responsibilities.

Core Functions / Responsibilities:

1. Provide Assisted Voluntary Return and Reintegration Information to Irregular migrants;
2. Distribute information material regarding the AVRR project to local authorities and other relevant stakeholders;
3. Liaise with national and local authorities in order to proceed with the return of third country nationals that are interested in registering to the respective program;
4. Establish and maintain strong and regular liaison with the Project/Program partners such as governmental and non-governmental authorities, diplomatic agencies as well as coordination of the activities, facilitating access to the project’s results;
5. Report daily and weekly in writing to IOM Athens on activities and other information, as required by IOM Athens on the IOM templates;
6. Make use of Business Applications for movements (Mimosa) and update Excel (lists etc)
7. Travelling according to the project’s requirements as needed and in close coordination with the supervisor to include local movements and others;
8. Perform other duties as they might be assigned for the successful completion of the AVRR project.

Required Qualifications and Experience:

Education

- University degree in Social Science, Political Science and Psychology or a related field from an accredited academic institution with one year of relevant professional experience; or High school graduate with three years of relevant professional experience.

Experience

- Minimum two to four years of previous relevant work experience;
- Excellent knowledge of English language
- Computer literacy in standard software applications.
- Demonstrated ability to work well under pressure and to keep deadlines;

Languages

Fluency in English and Greek is required. Knowledge of Spanish/French would be considered an advantage.

Required Competencies

The incumbent is expected to demonstrate the following competencies:

Behavioral

- Accountability – accepts and gives constructive criticism;
- Client Orientation – identifies the immediate and peripheral clients of own work;
- Continuous Learning – demonstrates interest in improving relevant skills;
- Creativity and Initiative – proactively develops new ways to solve problems;
- Leadership and Negotiation – presents goals as shared interests;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Performance Management – provides constructive feedback to colleagues;
- Planning and Organizing – sets clear and achievable goals consistent with agreed priorities for self and others;
- Professionalism – Works effectively with people from different cultures by adapting to the relevant cultural contexts;
- Teamwork – contributes to a collegial team environment; works effectively with people from different cultures by adapting to relevant cultural contexts;
- Technological Awareness - proactively identifies and advocates for cost-efficient technology solutions;
- Resource Mobilization - establishes realistic resource requirements to meet IOM needs.

Technical

- Maintains confidentiality and discretion in appropriate areas of work
- Knowledge in computer applications.
- Working knowledge of MS Office

Other

1. Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Interested candidates are invited to submit their applications (CV and Cover Letter) in English, to iomathenscvhr@iom.int email address, quoting the vacancy notice number CFCV GR 18/37 by 31st July 2018 at the latest, referring to this advertisement. Only shortlisted candidates will be contacted.

Posting period: From 09.07.2018 up until 31.07.2018