



IOM International Organization for Migration

## Call for CVs GR 18/38

### Open to Internal and External Candidates

Position Title : **Registration Assistants**  
Duty Station : **Attika Region**  
Classification : **Ungraded position**  
Type of Appointment : **Special short-term contract**  
Estimated Start Date : **As soon as possible**  
Closing Date : **July 31<sup>st</sup>, 2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

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.

#### **Core Functions / Responsibilities:**

- Assists with interpretation for effective communication between IOM staff and beneficiaries participating in the AVRR program;
- Conduct and administer AVRR registration procedure;
- Make use of Business Applications for registrations to include MIMOSA and MS Office;
- Perform other duties as required for the successful implementation of the project.

#### **Required Qualifications and Experience**

##### **Education**

- High School diploma with 3 years of similar experience or University Degree Bachelors or higher, in Social Sciences or a related field from an accredited academic institution with one year of relevant professional experience;

##### **Experience**

1. Background working with refugees or migrants will be a distinct advantage;
2. Progressive experience in a similar function;

3. Experience working in international organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
4. Computer literacy in standard software applications.

### **Languages**

Fluency in **Arabic, Greek** and **English** is required.

### **Required Competencies**

#### **Behavioural**

1. Accountability – accepts and gives constructive criticism;
2. Client Orientation – identifies the immediate and peripheral clients of own work;
3. Continuous Learning – demonstrates interest in improving relevant skills;
4. Communication – listens and communicates clearly, adapting delivery to the audience;
5. Performance Management – provides constructive feedback to colleagues;
6. Planning and Organizing – sets clear and achievable goals consistent with agreed priorities for self and others;
7. Teamwork – contributes to a collegial team environment; works effectively with people from different cultures by adapting to relevant cultural contexts.

#### **Technical**

1. Delivers on set objectives in hardship situations;
2. Effectively applies knowledge of relevant interpreting discipline.

#### **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](mailto:iomathenscvhr@iom.int) email address, quoting the vacancy notice number **CFCV GR 18/38** by **31<sup>st</sup> July 2018** at the latest, referring to this advertisement. Only shortlisted candidates will be contacted.

**Posting period:** From 09.07.2018 to 31.07.2018