



IOM International Organization for Migration

Special Vacancy Notice

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| SVN Number | AZVN2018-03 |
| Position Title: | Project Clerk |
| Duty Station: | Baku, Azerbaijan |
| Classification: | General Service Staff, Grade G3 |
| Type of Appointment: | Special Short Term, with possibility of extension |
| Estimated Start Date: | As soon as possible |
| Closing Date: | March 06, 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. 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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Assisted Voluntary Return and Reintegration (AVRR) is one of the core areas IOM expertise, and a field in which the organization has over 38 years of experience. As a core activity of IOM, AVRR activities provide vital assistance to thousands of migrants returning home every year. Building on experience and a worldwide network of offices and partners, IOM's AVRR programmes promote international dialogue and cooperation on migration management issues among host countries and countries of origin. IOM's assistance may include counselling of voluntary returnees, acquisition of travel documents, provision of medical or other escorts, departure, transit and arrival assistance, as well as delivery of reintegration support.

Under the overall supervision of the Chief of Mission, the direct supervision of the Programme Assistant, the Project Clerk will be responsible for assisting the implementation of relevant project activities. In most instances, it is expected that these activities will fall under the service areas of Assisted Voluntary Return and Reintegration of migrants, Counter Trafficking and Movement (Resettlement).

Core Functions / Responsibilities:

1. Provide clerical assistance in operational return and reintegration (travel, reception, counselling, reintegration and monitoring services) for individual returnees on case by case basis upon request of sending missions. Services includes:

- a. Process AVRR cases, including registration of incoming cases, systematic follow-up with IOM overseas Mission and relevant stakeholders on cases.
 - b. Provide general counselling to returnees on establishment of an income generating activity by email, over the phone, and in person at the IOM office.
 - c. Follow-up the reintegration process by delivery of reintegration and medical support to returnees in close coordination with the sending Missions' caseworkers and ensure timely preparation/submission of related documents and reports in accordance with donors requirements.
 - d. Conducting monitoring visit on site and/or by phone after delivery of assistance.
2. Provide return-relevant information upon request of IOM Missions and respond to enquiries from authorities/overseas missions and/or from AVRR beneficiaries regarding regular migration and return matters.
 3. Provide general support in the implementation of the ongoing project on Assistance for the Voluntary Return of Migrants from Azerbaijan in line with institutional policies and guidelines.
 - a. Conduct interviews with applicants to see their eligibility for the project and identify their immediate needs and vulnerabilities.
 - b. Liaise with counterparts for getting of travel documents, exit permit where applicable
 - c. Coordination with offices responsible for transit, reception and post-arrival assistance
 - d. Carry out outreach and awareness raising activities relevant to AVR from Azerbaijan
 4. Support provision of delivering direct assistance to victims and potential victims of trafficking within ongoing CT projects of IOM Azerbaijan.
 5. Delivery airport assistance on movement programmes in organizing predeparture instructions and departure at the airport to the IOM assisted migrants.
 6. Assist in preparation of necessary return related documents, such as reports, letters, meeting minutes, activity updates, etc.
 7. Provide support to the informal translation and editing of documents as required.
 8. Undertake duty travel as may be required.
 9. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed secondary/high school education with at least three years of relevant work experience in the area of project implementation and reporting, or;
- University degree in Social Science and Economics from an accredited academic institution with one year relevant work experience in the above fields.

Experience

- Experience at an international level with specialized international agencies UN Agencies, International Organizations, and International specialized NGOs) is desired;
- Good knowledge of UN, IOM, International Organizations and NGO mandates and programmes in the area of migrants' rights in humanitarian assistance;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis an added advantage.
- Experience in liaising with governmental and diplomatic authorities, other national / international institutions
- Having a valid driving license is an advantage.

Languages

Fluency in **English** and **Azerbaijani** is required. **Russian** is an advantage.

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are requested to submit their application including the **most recent CV with a motivation letter in English** by indicating **name of the position** applied with its **SVN number** in the subject line of the e-mail to bakuhr@iom.int by the end of **06 March 2018**.

Please note that only shortlisted candidates will be contacted