



International Organization for Migration (IOM)
The UN Migration Agency

CALL for CV OPEN TO INTERNAL AND EXTERNAL CANDIDATES

This is a request for CVs/expression of interest for the position below.
The International Organization for Migration is seeking qualified candidates to join the IOM team.

Position Title : **Operations Assistant**
Duty Station : **Floriana, Malta**
Type of Appointment : **Special Short Term ungraded contract, nine months, possibility of extension**
Tentative Starting Date : **As soon as possible**
Closing Date : **23rd August 2018**

Reference number : **CFCV 2018 42 (E)**

This is a local position and as such only qualified candidates residing in Malta and/or holding a valid residence/working permit will be considered.

Under the overall supervision of the Director, Coordination Office for the Mediterranean and Chief of Mission in Italy and Malta, the general supervision of the Officer in Charge and the direct supervision of the Integration and Facilitated Migration Focal Point, the incumbent will perform the duties as Operations Assistant. The incumbent will:

- a) Assist in providing migrants and asylum seekers in Malta hosted in the dedicated reception centres with information on the rights and duties related to their condition, including on relocation procedures, where applicable;
- b) Assist in liaising with the staff of the dedicated reception centres and relevant stakeholders to organise all necessary pre-departure activities;
- c) Provide operational assistance, including timely notification to other IOM Missions and internal and external partners concerning relevant bookings, routings, cancellations, and special passenger requirements, facilitation of travel documents, facilitation of ground transportation and movement logistics, and provision of departure assistance at the airport;
- d) Deal with possible unforeseen events (no-shows, flight delays, cancellation, etc.) in an efficient, timely manner, seeking possible solutions/alternatives in close cooperation with the Integration and Facilitated Migration Focal Point;
- e) Support in liaising with other IOM Missions in the sending or receiving countries as well as with the relevant Departments at the Regional Office and Headquarters for the development of project documents and pre-departure materials, and the coordination of movement operations;
- f) Keep record of expenses incurred and assist in coordinating all aspects related to procurement and invoicing;
- g) Escort the beneficiaries from the dedicated reception centres to the airport and then to the final destination in the receiving country if required;
- h) Support in liaising with relevant stakeholders in Malta, and in the logistics and implementation of projects' activities, including the organization of training sessions, meetings and workshops as required, on a number of thematic issues;
- i) Support in the coordination of communication and outreach activities with relevant stakeholders and migrants;
- j) Assist with other projects' activities upon request, including travelling on duty;
- k) Perform other such duties as may be assigned.

Desirable Qualifications:

Education, experience and other requirements:

University degree (completed or ongoing) in Social Sciences, International Relations, Law or any other relevant field or, alternatively, high school diploma and an equivalent combination of relevant training and experience is required.

Experience in the migration field and familiarity with the local context and local stakeholders is preferred.

Competencies:

a) Excellent organizational and communication skills b) Flexibility and commitment, drive for results c) Proactive approach to problem solving and team spirit d) Capability to work in a multicultural environment and with different nationalities e) Impeccable code of conduct and accountability f) Capacity to learn and gain new competencies, while accepting/giving constructive criticism

Languages:

Fluent English. Knowledge of Maltese, and/or Arabic, and/or French are considered advantageous.

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.

A prerequisite of taking up the position is right of residence and right to work in the country of the duty station at the time of application.

How to apply:

Interested candidates are invited to submit their applications on IOM Personal History Form to iommalta@iom.int by **23rd August 2018** indicating Reference Code: **CFCV 2018 42 Operations Assistant** in the e-mail's subject line.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

Candidates who do not possess the above requested qualifications will not be taken into consideration.

Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period:

From : 17.08.2018 to 23.08.2018