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:**

Under the overall supervision of the non-resident Director, IOM Coordinating Office for the Mediterranean, Chief of Mission for Italy and Malta, Representative to the Holy See, seated in Rome and of the Officer in Charge, IOM Malta, and under the direct supervision of the Senior Project Assistant, the incumbent will be acting as AVRR Operations Assistant.

**Core Functions / Responsibilities:**

1. Assist in the implementation of project activities, in accordance with IOM’s policies and standard operating procedures in the field of AVRR, as well as donor’s requirements;
2. Assist in the implementation of awareness-raising activities under the project, targeting third country (non-EU) nationals who could potentially be interested in AVRR, as well as relevant stakeholders;
3. Assist the Senior Project Assistant with drafting AVRR information materials (leaflets, posters, postcards, booklets), as well as with informal translation, design and printing arrangements;
4. Assist in organizing and carrying out outreach activities in closed and open accommodation centers as well as in the community, in order to disseminate information about AVRR and the services available under the project among the target group;
5. Assist with informing the network of IOM partners in Malta on AVRR in order to facilitate the access of the target group to the assisted voluntary return and
reintegration scheme;
6. Provide general counselling to potential AVRR applicants in Malta on existing options for voluntary return and reintegration opportunities in their countries of origin;
7. Contribute to maintaining and promoting good working relations and communicate with relevant diplomatic representations and Maltese authorities and prepare relevant documentation for the purpose of issuance of travel documents for AVRR applicants;
8. Arrange returnees’ travel to the final destination in the country of origin, register returnees’ data in the MiMOSA system, inform relevant services at IOM Headquarters and IOM Missions on departures;
9. Assist in organizing pre-departure formalities, such as preparing necessary documentation and pre-departure cash allowances, and, in coordination with IOM Missions in transit countries and in countries of origin, arrange for the provision of assistance to returnees during travel and upon arrival (including reintegration assistance);
10. Provide departure assistance at the Malta International Airport, in coordination with relevant local authorities; including disbursement of pre-departure cash allowances;
11. Facilitate the travel arrangements for medical and/or other vulnerable cases, including facilitating specific assistance when needed;
12. Assist the Senior Project Assistant in following up on reintegration monitoring and evaluation activities in countries of origin with IOM Missions in countries of origin;
13. Assist the Senior Project Assistant with the preparation of project interim and final reports; including uploading the claims for reimbursement on the donor’s Migration and Security Information System (MSIS);
14. Perform such other duties as may be assigned.

**Required Qualifications and Experience**

**Education and Experience**

- High school diploma or equivalent with a minimum of 4 years of relevant work experience, or a University degree in Political or Social Sciences, International Relations, Law, Human Rights or a related field from an accredited academic institution with 2 years of relevant work experience.

- Relevant experience working with migrants in migration assistance and counselling.

- Experience liaising with governmental and diplomatic authorities, international institutions and NGOs is an advantage.

- Work experience in an international context is an advantage.

**Languages**

Fluency in oral and written English is required. Knowledge of French and/or any other language is an advantage.
**Required Competencies**

**Behavioural**

- 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.

**Other**

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 invited to submit their applications on IOM Personal History Form (enclosed) to iommalta@iom.int by 26 September 2017 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

**Posting period:**

From 12 September 2017 to 26 September 2017