

## CALL FOR CV

### Open to Internal and External Candidates

Position Title : **Operations Assistant**  
Duty Station : **Floriana, Malta**  
Classification : **General Service Staff**  
Type of Appointment : **Special Short Term contract, ungraded, until  
31 December 2022, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **August 26, 2022**  
Reference code : **CFCV 2022 19**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 call. For the purpose of the call, internal candidates are considered as first-tier candidates.

**This is a local position and as such qualified candidates who meet residency requirements will be considered.**

#### **Context:**

Under the overall supervision of the Director, Coordination Office for the Mediterranean and Chief of Mission for Italy and Malta, representative to the Holy See, and the non-resident IOM Malta's Officer in Charge seated in Rome, and under the direct supervision of the Senior Project Assistant – SPA (Project Manager, AVRR), the incumbent will be acting as Operations Assistant and will have the following duties and responsibilities in the framework of the AVRR project.

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

1. Assist in the implementation of the activities of the AVRR project, in accordance with IOM's policies and standard operating procedures in the field of AVRR, as well as donor requirements.
2. Assist with organising and carrying out outreach activities in closed and open reception 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, as well as assisting with

informing the network of IOM partners and stakeholders in Malta on AVRR in order to facilitate access to the target group to the scheme.

3. Assist the SPA with the dissemination of AVRR information materials and tools, as well as with informal translation, adaptation and printing, as needed.
4. Provide general counselling to potential and actual AVRR applicants in Malta on existing options for voluntary return and reintegration opportunities in their countries of origin.
5. Arrange interpretation/cultural mediation services to facilitate the implementation of project activities, including outreach and counselling, when required.
6. Contribute to maintaining good working relations and communicate with relevant Maltese authorities and diplomatic representations, particularly in relation to obtaining clearances and travel documents for AVRR applicants.
7. Register returnees' data in the IOM database, MiMOSA system, and arrange returnees' travel to the final destination in the country of origin, inform relevant services at IOM Headquarters, IOM Missions and Maltese authorities on departures.
8. Organize pre-departure formalities, such as preparing necessary documentation and pre-departure cash allowances or in-cash support, if/as applicable, 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 in-kind reintegration assistance, if applicable).
9. Provide departure assistance at the Malta International Airport, in coordination with relevant Maltese authorities, including disbursement of pre-departure cash allowances or in-cash support, if/as applicable.
10. Set up specific return arrangements for AVRR returnees in situations of vulnerability, including persons with medical needs, and ensure provision of assistance tailored to their necessities.
11. Assist the SPA in following up with relevant IOM Missions in countries of origin on the implementation of reintegration plans as well as reintegration monitoring of AVRR returnees assisted through the project and entitled to in-kind reintegration assistance.
12. Provide support as needed in the preparation of the project's financial and narrative reports.
13. Perform such other duties as may be assigned.

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

#### **Education, experience and other requirements:**

- High school diploma or equivalent with a minimum of 2 years of professional

experience including relevant experience in migration assistance and counselling of migrants.

- Experience in liaising with governmental and diplomatic authorities, international institutions and NGOs is considered an asset.
- Work experience in an international context is an advantage.

### **Languages**

- Fluency in English.
- Knowledge of French or any other languages is considered an asset.

### ***Required Competencies:***

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

#### **Core Competencies**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### ***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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only candidates residing in either the country of the duty station or from a location in a neighboring 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 neighboring 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](#) via e-mail at [hrmalta@iom.int](mailto:hrmalta@iom.int)

The reference code **CFCV 2022 19 Operations Assistant** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

*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 12.08.2022 to 26.08.2022.