



IOM International Organization for Migration

Position Title : **Reintegration Assistant (non-staff)**
Duty Station : **Moscow, Russian Federation**
Classification : **Non-Staff, Ungraded**
Type of Appointment : **Special Short Term Daily contract, six months**
Estimated Start Date : **asap**
Closing Date : **August 31, 2018**
Reference code: **CFA 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.

Context:

Under the direct supervision of the Senior Operations Assistant and the general supervision of the Chief of Mission, the incumbent will be responsible for operational and administrative duties under the voluntary return and reintegration programs implemented by IOM Moscow AVRR /PARA Unit.

Core Functions / Responsibilities:

- 1) Counsel Starthilfe Plus Project beneficiaries on the procedures of second instalment of the reinstallation grant distribution and the required documents to be submitted to IOM Moscow to support the payment in lieu with the donor's requirements.
- 2) Arrange distribution of cash grants to the beneficiaries of Starthilfe Plus Project, implemented in cooperation with IOM Germany. Prepare mission payment requests for bank transfers of the grants.
- 3) Prepare proof of payment set of documents for reporting to IOM Germany.
- 4) Maintain electronic data records and files.
- 5) Counsel AVRR projects' beneficiaries entitled to in-kind assistance on the possibilities of the in-kind grant application, define the reintegration plan's implementation strategy and advise on the required procedures to be observed and documents to be submitted to IOM Moscow to support the payment in lieu with the donor's requirements.

- 6) Liaise with AVRR staff in IOM partner missions during the pre-departure and post-arrival reintegration phase, keeping them updated on the reintegration assistance progress on individual cases.
- 7) Conduct monitoring interviews when required.
- 8) Perform other duties as assigned.

Required Qualifications and Experience

Education

University degree in Business Administration or a related field from an accredited academic institution, two years of relevant professional experience, preferably in administrative support or similar roles.

Languages

Fluency in English and Russian is required.

Required Competencies

Teamwork

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.

Delivering results

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

Managing and sharing knowledge

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- • Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them.

Accountability

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honors commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

Communication

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

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 the country 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 and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications in IOM Personal History Form (enclosed) in English to MoscowHR@iom.int by August 31st, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

From 24.08.2018 to 31.08.2018

