International Organization for Migration (IOM)

The UN Migration Agency

SVN # IOM 0125-03

Position Title	:	**AVRR Project Assistant**
Duty Station	:	**Tehran, Iran**
Classification	:	*General service Staff, Grade G4*
Type of Appointment	:	*Special short-term graded, Six months with possibility of extension*
Estimated Start Date	:	**As soon as possible**
Closing Date	:	**January 25th, 2025**

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.

Context:

Under the overall supervision of the Head of Protection Unit in Islamic Republic of Iran, and the direct supervision of the Senior AVRR Assistant; and, in collaboration with relevant units at the country mission, the AVRR Project Assistant will be responsible for the effective and efficient implementation of the entrusted tasks under the Assisted Voluntary Return and Reintegration (AVRR) projects.

Core Functions / Responsibilities:

1. Assist with the organization of events for governmental and non-governmental stakeholders which may entail, but not limited to, planning, preparing the venue, engagement with the stakeholders for the selection and invitation of the participants, moderating the event, non-official translation of documents, assisting the trainers with their logistical needs, preparing training materials, coordination with other units such as IT and Resource Management Unit, payment processing.

2. Provide case management services to AVRR beneficiaries, including Iranian returnees and stranded migrants of other nationalities in Iran, conduction of due diligence process for extremely vulnerable migrants and addressing their urgent needs such as shelter, multipurpose cash assistance, counselling, referral, etc. according to IOM's case management and protection standards in coordination with the AVRR Supervisor and Protection Officer.

3. Provide administrative assistance for the stranded migrants in Iran including, but not limited to, obtaining exit permits from Immigration and Passport Police, obtaining

emergency travel documents, assisting with other legal exigencies in absence of consular services as required.

4. Provide logistics for the return of stranded migrants from Iran in collaboration with the countries of destination and transits, and department of operation.

5. Provide reintegration assistance for returning migrants across their social, psychological, and economic needs in line with IOM's integrated approach to the reintegration.

6. Support monitoring and evaluation, as a component of the case management cycle and project implementation, through data entry in local AVRR database, IOM's global Migrants Information Management System, and other applications and reporting mechanisms as desired.

7. Contribute to the reporting and visibility activities of the AVRR unit through the compilation and development of visual materials, data analysis, research, migrant stories, etc.

8. Undertake duty travel related to AVRR projects, to support coordination, monitoring or evaluation within and outside the duty station.

9. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in arts, business administration, social sciences, international law, social work, or psychology with at least two years of work experience in relevant fields,
- or High School diploma with four years of relevant experience.

Experience

- Work experience in migration and humanitarian fields particularly related to migrants' protection (Counter Trafficking, Child Protection, Assisted Voluntary Return and Reintegration (AVRR).
- Experience in liaising with governmental, diplomatic authorities, UN integrated missions, humanitarian and human rights actors as well as UN and civil society partners.
- Experience in implementation of capacity-building activities.
- Experience in working directly with vulnerable migrants.
- Experience in implementing communication/sensitization activities.
- Sound and proven understanding of internal and international migration issues in the continent or sub-region and related issues.
- In-depth knowledge of the migration management system in Iran and related governmental and non-governmental stakeholders.

Skills

- Advanced English writing and communication skills.
- Excellent research, writing, communication, and analytical skills, ability to prepare clear and concise reports.
- Event management skills such as moderating, multitasking, networking, communication, time management, creative thinking, stress management, etc.
- Ability to maintain good working relationships with staff, experts, and beneficiaries.
- Demonstrated ability to translate routine correspondence into English and reverse.
- Administrative knowledge such as financial and procurement,
- Perfect knowledge of Microsoft applications.

Languages

• Fluency, both written and oral, in local language (Persian) and English is required.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

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 actions 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.

- 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 fill **the Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address:

IOMTehranRecruitment@iom.int no later than **25th January 2025.** Please take note that the vacancy notice number (SVN#IOM 0125-03) must be referred to in your application/email and/or cover letter in order for an application to be considered valid. IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 12.01.2025 to 25.01.2025

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.