



International Organization for Migration (IOM)
The UN Migration Agency

SVN # IOM0425-11

Position Title : **Senior Project Assistant – Protection** (Temporary Leave Cover)
Duty Station : **Tehran, Iran**
Classification : *General service Staff, Grade G6*
Type of Appointment : *Special short-term graded, Six months with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **May 07th, 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:

The Islamic Republic of Iran became an IOM Member State in 2001 following a decade of collaboration with the agency during the 1990s. In recent years, IOM activities in Iran have focused on technical cooperation with partners to promote effective migration management and migration for development, as well as the facilitation of the resettlement of Afghan refugees from Iran to third countries.

Upon the escalation of the crisis in Afghanistan in August 2021, IOM has scaled up its protection response in Iran. This position will contribute to the existing protection interventions in Iran. Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the IOM Iran Programme Coordinator, the successful candidate will be responsible for implementation of protection activities.

Core Functions / Responsibilities:

1. Where possible Conduct rapid vulnerability assessments for Afghan nationals to map/ understand and Address protection needs, including by referring to competent agencies for specialized protection services.
2. Ensure timely and adequate implementation of activities in line with the program strategy, programme guidelines, targets and deadlines, as well as IOM and global best practices.

3. In coordination with relevant partners, including the Protection Sector, identify, develop and maintain a comprehensive referral pathways
4. Conduct regular mapping of services in- site and off –site and ensure access of services to Afghan nationals
5. Collect and share valid information with Afghan nationals about available services locally or nationally and prepare documents, leaflets, and outreach messaging to ensure correct dissemination of information.
6. Implement measures to ensure confidentiality when handling personal information and data of migrants and refugees.
7. In coordination with the other psychosocial services in site, develop individual action plans for Afghan nationals.
8. Work with IOM colleagues to ensure that all activities safeguard the IOM protection principles and ensure the mainstreaming of key protection concerns into all IOM activities.
9. Deliver trainings to relevant partners, including government authorities, INGO, NGO and UN partners, on protection, including but not limited to principles of humanitarian action, counter-trafficking, mitigation of GBV, etc
10. Ensure IOMs assistance programs have a feedback mechanism that allows the beneficiaries to both participate in project design and complain should there be issues with the assistance.
11. Supervise, guide, and train junior staff members.
12. Undertake any duty travel as required.
13. Perform such other related duties, as may be assigned.

Required Qualifications and Experience

Education

- University degree in Development Studies, Political or Social Sciences, Sustainable Development, Migration Studies, International Relations, Public Policy, Human rights, or a related field from an accredited academic institution with minimum four years of similar level of relevant professional experience; or
- High school degree with at least six years of relevant professional experience.

Experience

- Experience in the implementation of protection programmes within national/international development and/or humanitarian response projects.
- Experience working with vulnerable migrants, including refugees, asylum seekers, internally displaced persons, victims of trafficking and other vulnerable groups.
- Proven experience in Inter-Agency coordination in humanitarian setting.
- Experience in an international setting with direction and motivation of staff, including staff training and development initiatives.
- Experience in the design and delivery of capacity building programmes; and Experience in working and/or liaising with government authorities, national/international institutions, United Nations agencies and non-governmental organizations.

Skills

- Sound knowledge and understanding of migration issues, including the importance of promoting social cohesion and migrant inclusion.
- Strong liaison and networking skills with government agencies, donor, and INGOs/NGOs;
- A high level of personal commitment, efficiency, flexibility, drive for results, respects for diversity, creative thinking.
- Ability to establish priorities and undertake assigned tasks with minimum supervision and maintain composure under pressure.
- Ability to manage workload within general schedule of work, instructions, and standard practices.
- Excellent interpersonal skills and demonstrated ability to work effectively in a team environment.
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Ability to prepare and present clear and concise technical reports in English in timely manner; and
- Proficiency in Microsoft Office tools like (word-processing, spreadsheet, database, e-mail).

Languages

- Fluency, both written and oral, in local language (Persian) and English is required.
- Working knowledge of Dari and Pashtoo is desirable.

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 in **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 **07th May 2025**. Please take note that the vacancy notice number (SVN#IOM0425-11) 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 23.04.2025 to 07.05.2025

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.