



International Organization for Migration (IOM)
The UN Migration Agency

CFA # IOM0825-14

Call for Applications

Position Title : **Project and Administrative Assistant- Protection**
Duty Station : **Tehran, Iran**
Classification : *UG (Ungraded)*
Type of Appointment : *Special short-term Ungraded, Three months with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **August 20th, 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 took measures to ensure an adequate and timely response in Afghanistan and surrounding countries. These included the activation of the L3 protocols, the launch of the Comprehensive Action Plan (CAP) for Afghanistan and Neighbouring Countries and the establishment of a coordination mechanism at HQ level led by the Migration Emergency Coordination (MEC) that ensures a whole of organization approach to the crisis and directly oversees response efforts in all affected countries. In coordination with Regional Offices, efforts have led to the mobilization of resources and expansion of programs, including in Islamic Republic of Iran.

Under the overall supervision of the Chief of Mission and the direct supervision of the Protection Coordinator, the successful candidate will be responsible for the casework under the umbrella of protection activities.

Core Functions / Responsibilities:

1. Conduct vulnerability assessments for Afghan nationals to map/ understand and address protection needs.

2. Support the individual case management with a specific focus on persons with specific needs.
3. Assist in identifying protection needs and gaps of migrants in vulnerable situations and coordinating a timely and safe referral to specialized protection services in case of need.
4. Collecting and archiving required supporting documents from beneficiaries, in line with IOM data protection rules.
5. Assist in conducting regular mapping of services in- site and off –site and ensure access of services to Afghan nationals.
6. Collect and share valid information with Afghan nationals about available services locally or nationally and assist in preparing documents, leaflets, and outreach messaging to ensure correct dissemination of information.
7. Constant availability and accountability to beneficiaries.
8. Consistently apply International and National Law and applicable IOM and IASC policy and standards.
9. Perform administrative tasks related to protection activities and payments.
10. Undertake any duty travel as required.
11. Perform such other related duties, as may be assigned.

Required Qualifications and Experience

Education

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

Experience

- Experience in assessment of protection cases and 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.

- Experience in working and/or liaising with government authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in providing mental health and psychosocial support to Afghan.

Skills

- Sound knowledge and understanding of Afghan issues, including their protection challenges, protection needs and importance of community engagement and migrant inclusion.
- Strong liaison and networking skills with government agencies, and INGOs/NGOs.
- A high level of personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking.
- The ability to establish priorities and undertake assigned tasks and maintain composure under pressure.
- Ability to manage workload within the 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 and Farsi in timely Manner.
- 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:

Values - all IOM staff members must abide by and demonstrate these five values:

- 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 – behavioural indicators

- 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 call for application 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 **20th August 2025**. Please take note that the Advertisement number (CFA # IOM0825-14) 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 06.08.2025 to 20.08.2025

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.