



International Organization for Migration (IOM)
The UN Migration Agency

VN IOM107/2021

Position Title : **Senior Programme Assistant**
Duty Station : **Tehran, Iran**
Classification : *General service Staff, Grade G6*
Type of Appointment : *Fixed term, one year with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **July 26, 2021**

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 Regional Office for Asia and the Pacific and direct supervision of Head of Office is responsible for the effective and efficient implementation of MPA-related projects at IOM Iran.

Core Functions / Responsibilities:

1. Contribute towards strengthening IOM's (protection) work in the area of return, readmission and reintegration and support the sustainable reintegration of vulnerable returnees – including migrants released from detention, stranded migrants, victims of trafficking, elderly people, unaccompanied and/or separated migrant children and migrants with health-related needs.
2. Ensure that direct assistance services offered to returnees is well coordinated, timely, relevant and address the needs of returnees.
3. Provide inputs for the development, further refinement of and support the implementation of new projects in line with IOM's recent guidelines while ensuring regular follow up of specific cases, including upon migrants' return.
4. Coordinate closely with other units to strengthen programme complementarity, collaboration, and joint intervention where feasible and necessary.

5. Identify capacity building needs of related government counterparts and non-government actors involved in providing assistance and protection to (vulnerable) migrants and returnees.
6. Promote programmes and activities that support, and favour tailored, sustainable and balanced reintegration of migrants in their place of origin and facilitate their protection upon return.
7. Organize capacity building activities to improve IOM Iran staff capacity to promote and protect rights of returnees. Main areas of focus may include counter-human trafficking, child protection and assistance, and protection to stranded migrants, migrants released from detention, return and reintegration services.
8. Address individual cases of concern and refer or treat them as appropriate (e.g. screening, interview, counselling, referral, or assistance, depending on programme capacities) when needed and feasible.
9. Support towards maintaining strong contacts with national and international partners around protection, facilitate the implementation of ongoing activities and contribute to the development of new areas of collaboration.
10. Identify emerging opportunities on expanding MPA services/activities, improve on the quality of services offered, shorten turnaround of processing cases, broaden IOM Iran's partnerships, synergizing with other units, and share documented suggestion with Program Development Officer and related RTSs.
11. Undertake duty travel related to project/programme coordination, monitoring or evaluation.
12. Maintain detailed monthly statistics of activities done, services delivered, SWOT analysis of the unit, value of services offered, impact and result of activities done on migrants' lives.
13. Provide routine supervision to junior positions in the unit by guiding and training them on the technical aspects of the program and providing assistance with more complex cases;
14. Prepare narrative reports of each MPA-related project and coordinate with resource management unit for the preparation of financial reports of services delivered in order to submit timely inputs for monthly reporting of MPA unit and provide feedback for designing infographics of unit.
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Essential: Completion of BA
- Essential: At least three years' progressive administrative experience.

Desirable: University degree in business administration, entrepreneurship, social sciences, or related field is an asset.

Experience

- Experience in project management (including budget management), particularly projects
- 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 development and implementation of capacity-building activities;
- Experience in working directly with beneficiaries;
- Experience in developing and implementing communication/sensitization activities;
- Sound and proven understanding of internal and international migration issues in the continent or sub-region and related issues.

Skills

- Knowledge of data protection guidelines and principles is an advantage.
- Advanced English writing and communication skills.
- Excellent research, writing, communication, and analytical skills; ability to prepare clear and concise reports.
- Good filing and organizational skills.
- Ability to maintain good working relationships with staff, experts, and visitors.
- Demonstrated ability to translate routine correspondence into English and reverse.
- Very good time management and stress management skills.
- Administrative knowledge is an asset.
- Very good 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:

Values - all IOM staff members must abide by and demonstrate these three 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.

How to apply:

Interested candidates are requested to fill the Personal History Form attached and send it together with their CV to the following address: iomtehran@iom.int no later than **26 July 2021**. Please take note that the vacancy notice number must be referred to in your application 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 12.07.2021 to 26.07.2021