



International Organization for Migration (IOM)
The UN Migration Agency

CFA # IOM0726-10

Call for Applications

Position Title : **Movement Operations Associate, Data Processing**
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 02nd, 2026**

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:

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. Movement Operations Units in various IOM Country Offices, coordinated under the Resettlement and Movement Management Unit in the Movement, Resettlement and Labour Pathways (MRLP) Division at IOM's Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Under the general supervision of the Chief of Mission, the direct supervision of Associate National Movement Operations Officer, the Movement Operations Associate (Data Processing), is responsible for the following duties and responsibilities.

Core Functions / Responsibilities:

1. Record demographic and biographic information in MiMOSA upon receipt of the request for travel while confirming receipt to third parties, such as an embassy or Resettlement Support Center (RSC). Notify the supervisor of the receipt of new requests for travel assistance.
2. Secure and account for travel documents in accordance with the local Standard Operating Procedures (SOPs). Ensure secure storage of documentation and data in

- accordance with IOM principles and guidelines while guaranteeing limited access to physical files.
3. Process exits permit in close coordination with supervisors and other IOM colleagues and relevant authorities.
 4. Ensure the issuance and timely dispatch of travel documents with Operations colleagues, from booking notifications to logistical assistance with exit processes closely coordinated.
 5. Prepare all travel-ready documentation for transfer to Field Support colleagues in collaboration and coordination with supervisors, while ensuring the travel bag has all necessary documentation to depart the country.
 6. Prepare reports as requested on the receipt of documentation to time of service delivery; inform supervisors on possible issues that need attention and suggest corrective actions. Report any problems encountered, like denials of exit permits, reasons for such denials and possible solutions.
 7. Assist in preparing regular data mining reports to ensure that MiMOSA is up-to-date, accurate and maintains the integrity of relevant Movement Operations projects.
 8. Provide regular feedback on work being accomplished to the supervisor and keep the supervisor immediately informed of any issues that arise.
 9. Undertake duty travel as required and delegated to participate in meetings, training courses and other programme activities.
 10. Demonstrate an in-depth understanding of applicable SOPs, related systems and databases, and IOM Standards of Conduct. Maintain and ensure the confidentiality and integrity of all relevant paperwork in line with SOPs, Standards of Conduct and relevant data protection rules.
 11. Uphold RMM Protection Mainstreaming Minimum Standards while carrying out all duties and responsibilities and demonstrate the ability to remain professional, impartial and unbiased during all interactions with migrants and colleagues per the IOM Standards of Conduct and instruction on the prevention of sexual exploitation and abuse (PSEA). Alert the supervisor or management of any non-compliance to SOPs, RMM Protection Mainstreaming Minimum Standards or IOM Standards of Conduct by IOM personnel or partners.
 12. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- High school diploma with 5 years of work experience; or
- Bachelor's degree in social science, International Relations, Regional Studies or a related field from an accredited academic institution with 3 years of relevant work experience.

Experience

- Prior Movement Operations, transportation-related and/or management experience are strongly preferred.
- Work experience in programs including movement operations component, particularly in resettlement programs.
- Experience with communicating with beneficiaries
- Experience with processing IOM institutional Movement Operations Systems.
- Demonstrated knowledge with handling sensitive information and personal data.

Skills:

- Thorough knowledge of English language.
- Knowledge of other language(s)
- Computer/software literate with good knowledge in Microsoft Office.
- Strong interpersonal and communication skills.
- Attention to detail and ability to organise.
- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision.

Languages

For this position, fluency in English and Farsi is required (oral and written).

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.

- Vacancies close at 23:59 local time Tehran, Iran on the respective closing date. No late applications will be accepted.

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 **02nd August 2026**. Please take note that the Advertisement number (CFA # IOM0726-10) must be referred to in your application/email and/or cover letter for an application to be considered valid. IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 26.07.2026 to 02.08.2026

No Fees:

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