



International Organization for Migration (IOM)
The UN Migration Agency

SVN # IOM0525-12

Position Title : **Senior PSEA Assistant**
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 14th, 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:

Established in 1951, the International Organization for Migration (IOM), UN Migration Agency is the global leading organization in the field of migration.

Addressing the Prevention of and Response to Sexual Exploitation and Abuse and Sexual Harassment (PSEAH) is a priority within IOM and a strong contributor to United Nations (UN) and Inter-Agency Standing Committee (IASC) efforts at both the global and country levels.

IOM's PSEAH strategy focuses on five key pillars: 1) Leadership and Organizational Culture; 2) Institutional Accountability and Transparency; 3) Capacity-Development, Training, and Communication; 4) Quality and Accessible Victim Assistance; 5) Partnership and Coordination.

Under the overall supervision of the Chief of Mission in Iran and the direct supervision of the Programme Coordinator (Protection and CBI) and in close coordination with the Regional PSEAH Officer and the global PSEAH Unit, as well as relevant thematic specialists within the Country Office, Regional Office, and Headquarters (HQ), the incumbent will be responsible for facilitating IOM's PSEAH prevention and response efforts at the country level, providing technical oversight, management and support, in line with a victim-centred approach. The incumbent will also be an active member of the inter-agency PSEA Network or Task Force in-country.

Core Functions / Responsibilities:

COORDINATION:

- Serve as a resource for staff seeking advice on issues related to PSEAH, providing confidential support and guidance within the country.
- Support the development of an operational PSEAH Work Plan, in line with IOM and United Nations (UN) frameworks, and in coordination with senior management at the HQ, country and programmatic levels.
- Assist in ensuring the resulting work plan is detailed and operational with clear actions, roles and responsibilities to deliver on the actions, timeframes, technical and resource requirements, and internal reporting requirements.
- Support the inclusion of PSEAH within IOM Country Office Strategy, programming, risk mitigation and management, planning, reporting, monitoring and evaluation and budgeting; develop PSEA programming and liaise with relevant donors.
- Contribute to the in-country *interagency* PSEA Network (support in the development of the collective PSEA workplan, risk management plan, PSEA strategies, Standard Operating Procedures for an inter-agency Community-Based Complaint Mechanism, etc), as well as actively participate within IOM internal and other interagency PSEA communication and coordination initiatives.
- In coordination with relevant colleagues, strengthen IOM's PSEAH prevention, mitigation and response mechanisms, in line with IOM's global strategic and policies.
- Support IOM teams, programmes and units to ensure the mitigation of SEAH risks are developed, embedded and strengthened within all IOM programming and within HR practices and offices; and,
- At all possible opportunities (during relevant trainings, in staff and programme meetings, through newsletters, in email messages, etc) continually share key messages on PSEAH, including mandatory reporting requirements within the country office and programming, in coordination with relevant colleagues.

PREVENTION:

- Support a Country-wide SEAH risk assessment to identify risks and identify appropriate mitigation measures; ensure that mitigation measures are embedded within IOM programming.
- Participate in the development of a training plan and coordinate the delivery and organization of PSEAH training for IOM staff and related personnel, implementing partners¹, key institutional stakeholders; Support the work of identified focal points within country to deliver key messaging and trainings as appropriate;
- On a yearly basis, provide an update on the number of staff, non-staff trained, contractors, implementing partners, and service providers trained in the mission on

¹ Ensure management are aware of the [UN Protocol on Allegations of Sexual Exploitation and Abuse involving implementing partners](#) and accompanying partner assessment, and support as needed.

PSEAH, in an effort to track compliance and facilitate the management of training delivery and refresher courses, in coordination with HR. Support the registration of all participants (staff and non-staff) within the IOM system and the delivery of certificates;

- Participate in the development of communication and awareness-raising strategies and tools to ensure appropriate PSEAH messaging and knowledge on prohibited behaviours as well as how to report allegations of misconduct, facilitate the localization of SEA messaging; and,
- Map existing community engagement projects in country and work with project leads to insert PSEA messages and/or gather community inputs, where appropriate.

RESPONSE:

- Participate and support the development of proposals and ensure the mainstreaming of PSEAH within IOM programming; coordinate closely with institutional partners, governments, donors, and communities on PSEAH needs and responses.
- Support the development and contribute to reporting on PSEAH and communication to highlight IOM's work.
- Support the development and mapping of country-specific interagency victim assistance pathways and/or existing IOM programmes to refer victims for assistance and other support services.
- Review and assess referrals for victim assistance in coordination with gender-based violence and/or protection colleagues and support the strengthening of victim services within country and/or programming.
- Regularly carry out the monitoring of risk mitigation interventions to identify gaps; adjust programming, prevention and response efforts, as necessary.
- Undertake duty travel as required; and,
- Act as the mission Gender Focal Point
- Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree or higher in Law, International Relations, Psychology, Social Sciences, Development Studies and Planning or a related field from an accredited academic institution with four years of relevant professional experience; or,
- High School Degree/Certificate in the above fields with six years of relevant professional experience.

Experience

- Experience in the fields of sexual exploitation and abuse, protection, child protection, gender-based violence, accountability to affected populations (AAP), gender mainstreaming and/or humanitarian affairs.
- Strong coordination experience within the UN system and amongst interagency partners, including governments, NGOs, and communities.
- Experience in developing and facilitating trainings, in particular capacity-building, and communication materials to promote behavior change;
- Experience undertaking risk assessments, in coordination with communities, partners, and UN and other key stakeholders.
- Demonstrated ability to work across a wide variety of sectors/teams on cross-cutting themes.
- Good written and oral communication skills, effective in representation and liaison with external partners.
- Experience in policy and proposal development and the creation of standard operating procedures and tools; and,
- Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks, maintain attention to detail, and coordination with a variety of stakeholders.

Skills

- Knowledge and understanding of IOM's institutional approach on PSEAH and Ethics and related strategies, policies, rules and regulations
- Knowledge of the UN system and architecture.
- Knowledge of mainstreaming best practices and partnership models to ensure coordination of the same across a diversified range of actors; and,
- Ability to work with and maintain strict confidentiality, when necessary.

Languages

- For all applicants, fluency in English is required (oral and written).
- Working knowledge of Arabic, French or Spanish an advantage.

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.

Managerial Competencies:

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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 **14th May 2025**. Please take note that the vacancy notice number (SVN#IOM0525-12) 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 01.05.2025 to 14.05.2025

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.