



International Organization for Migration (IOM)  
The UN Migration Agency

## SVN # IOM 0825-19

Position Title : **Project Assistant – Protection**  
Duty Station : **Tehran, Iran**  
Classification : *General Service Staff, Grade G5*  
Type of Appointment : *Special short-term graded, Three months with possibility of extension*  
Estimated Start Date : **As soon as possible**

Closing Date : **September 02<sup>nd</sup>, 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 (CoM), the direct supervision of the IOM Iran Protection Officer, and in close coordination with the Sr. Protection Assistant and the Senior Operations Assistant, the successful candidate will be responsible to support the implementation of protection activities at IOM Iran.

### ***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. As a part of the case management, refer and follow up the status of vulnerable cases with the Senior Operations Assistant for expedited RST, including keeping track of their exit permits.
3. As a part of case management process, refer cases to education and livelihoods teams.
4. Provide technical support for the provision of psychosocial first-aid and initial counselling to cases in distress, while conducting vulnerability assessments.
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. Follow IOM guidance on confidentiality when handling personal information and data of migrants and refugees.
7. Maintain existing feedback mechanisms that allow beneficiaries to both participate in project design and complain, should there be issues with the assistance in IOM's assistance programs.
8. Perform administrative functions for the unit, including processing payments, travel requests, etc.
09. Undertake any duty travel as required.
10. Perform such other related duties, as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in Psychology, 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 three years of similar level of relevant professional experience; or
- High school degree with at least five years of relevant professional experience.

#### **Experience**

1. Experience in the implementation of protection programmes within national/international development and/or humanitarian response projects.
2. Experience working with vulnerable migrants, including refugees, asylum seekers, internally displaced persons, victims of trafficking and other vulnerable groups.
3. Experience in MHPSS support activities-

## **Skills**

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

## **Languages**

- Fluency in English and Persian is required (Oral and Written)
- 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**

- The appointment is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.
- 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 requested to fill **the Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address:

[IOMTehranRecruitment@iom.int](mailto:IOMTehranRecruitment@iom.int) no later than **02<sup>nd</sup> September 2025**. Please take note that the vacancy notice number (SVN# IOM0825-19) 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 19.08.2025 to 02.09.2025

***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.