



International Organization for Migration (IOM)  
The UN Migration Agency

## SVN# IOM0825-18

Position Title : **Programme Assistant (Migrant Training)**  
Duty Station : **Tehran, Iran**  
Classification : *General Service Staff, Grade G-4*  
Type of Appointment : *Special short-term graded, Nine months with possibility of extension*  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **August 25<sup>th</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:**

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 (RMM) Unit in the Division of Movement, Resettlement and Labour Pathways (MRLP) 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.

Migrant Training activities—including Pre-Departure Orientation (PDO), Cultural Orientation (CO), and Post-Arrival Orientation (PAO) sessions—are integral activities of IOM's MRLP Division, equipping migrants with essential knowledge and skills to support their successful integration and self-sufficiency in destination countries. These training programmes are implemented globally under the framework of the MRLP Division and are tailored to meet the specific needs of migrants, in close coordination with partner organizations and Governments.

Under the general supervision of the IOM Tehran Chief of Mission, the direct supervision of Associate National Movement Operations Officer, the Programme Assistant (Migrant Training) responsible for the following duties and responsibilities.

### ***Core Functions / Responsibilities:***

1. Provide operational and administrative support to migrant training activities for various destination countries and migration pathways in the assigned area.
2. Support scheduling of migrant training sessions to ensure all eligible beneficiaries are invited to the appropriate sessions. Contact and invite beneficiaries to attend the migrant training sessions and inform them of the location and applicable arrangements, following existing standard operating procedures (SOPs) and applicable scripts.
3. Maintain accurate records of the beneficiaries attending the relevant migrant training sessions and update relevant tracking sheets, platforms and databases, as applicable. Assist the supervisor with preparing statistical reports, as required.
4. Assist with the provision of logistical support for the migrant training sessions, such as organising accommodation and catering for the participants, and identifying appropriate training spaces
5. Maintain the inventory of migrant training supplies and resources and assist with the preparation and distribution of materials for the migrant training sessions.
6. In coordination with the supervisor, maintain attendance records of the personnel involved in the delivery of migrant training sessions, such as interpreters, Child-Friendly Activity Spaces Facilitators, and other third-party contractors.
7. Support supervisors and the unit with finance and procurement tasks, including submitting Purchase Requests and reconciling vendor invoices for programme activities.
8. Support the supervisor to coordinate with the Resource Management Unit for reimbursements to beneficiaries or service providers as applicable.
9. Maintain and ensure the confidentiality and integrity of information in line with standards of conduct and data protection rules. Alert supervisors of any non-compliance to SOPs or codes of conduct by IOM staff members or partners, as relevant.
10. Undertake duty travel as needed to participate in meetings, trainings and other programme activities, as relevant.
11. Perform other related duties as assigned.

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

### **Education**

- University Degree in teaching, Social Science, International Relations, Regional Studies or a related field from an accredited academic institution, with at least two years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with at least four years of relevant professional experience.

### **Experience**

- Working experience in managing educational programmes teaching cross-cultural settings.
- An understanding of the migrant training programmes in the assigned area and settlement context of the destination countries.
- Experience in using database related functions.

### **Skills**

- Computer/software literate with good knowledge in Microsoft Office.
- Strong interpersonal and communication skills.
- Attention to detail and ability to organise.
- Self-motivated and objective driven.

### **Languages**

IOM's official languages are English, French, and Spanish; all staff members are required to be fluent in one of the three languages.

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

Oral and written fluency of migrant training participant languages Farsi and English is required based on operational needs.

## ***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 Special 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](mailto:IOMTehranRecruitment@iom.int) no later than **25<sup>th</sup> August 2025**. Please take note that the Special vacancy notice number (SVN# IOM0825-18) 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 11.08.2025 to 25.08.2025

***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.