



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Reintegration Assistant**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference Code : **VN CAI/2018/41**
Closing Date : **October 17, 2018**

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the **AVRR Programme National Officer** and the overall supervision of the **Project Officer (Migrant Protection and Assistance)**, the incumbent will support the implementation and monitoring of the Assisted Voluntary Return and Reintegration (AVRR) to Egypt and be responsible for the following tasks:

Core Functions / Responsibilities:

1. Support the implementation of the 'AVRR to Egypt' activities in a timely manner. He/she will support in carrying-out all financial, administrative and technical aspects, in-line with IOM's policies and procedures, as well as donor requirements;
2. Assist interview and counselling sessions of Egyptian returnees, including initial socio-economic counselling;
3. Maintain an updated record of cases and files while ensuring confidentiality of data;
4. Assist to plan and undertake field visits with vendors to ensure IOM's rules and regulations are understood and followed in terms of payment;

5. Provide inputs for the preparation and the design of the 'AVRR to Egypt' workplan and periodic reports for IOM sending missions;
6. Follow the guidance of the AVRR Programme National Officer to contact and coordinate with sending missions to attain results, monitoring and updating beneficiaries of AVRR services in Egypt.
7. Perform other duties as may be required including duty travel.

Required Qualifications and Experience

Education

- University degree in Political or Social Sciences, Business Administration or related field from an accredited academic institution with two years of relevant professional experience.

Experience

- Experience in humanitarian programmes for migrants and capacity-building activities;
- Familiarity with financial and business administration; and,
- Knowledge of the region is an advantage.

Languages

Fluency in **English** and **Arabic** is required.

Required Competencies

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.

Core Competencies – behavioural indicators *level 1*

- 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 action 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.

How to apply:

Interested candidates are invited to submit their **application** and **cover letter** not later than **Wednesday, 17 October 2018, Cairo** time on www.egypt.iom.int

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted

Posting period:

From 04.10.2018-17.10.2018