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.

1. Learning Objectives:

Working under the direct supervision of the Senior Migrant Protection Assistant, and the overall supervision of the Project Officer, the incumbent will support the Assisted Voluntary Return and Reintegration (AVRR) program, and be responsible for the following tasks:

1. Support the AVRR to Egypt program with the below assigned activities:
   - Implementing the reintegration project of the Egyptian returnees;
   - Prepare the administrative documents for the reintegration project of returnees;
   - Assist in the translation of the paperwork related to reintegration plan;
   - Follow up with procurement on the quotations and offers for the reintegration project;
   - Coordinate with other IOM mission to issue the travel documents of some applicants;

2. Support the AVRR Ex-Egypt program with the below assigned activities:
   - Schedule an appointment for the cases in the waiting list, based on the availability of the caseworkers, screening rooms;
   - Register the applicants in the Visitors Logging System;
   - Accompany vulnerable applicants to the immigration office to pay their exit visa fees;
   - Settling the payment of exit visa fees paid at the immigration office;
   - Invite AVRR applicants to attend the Soft Skill training before their travel;

3. Perform such other duties as may be assigned.
2. **Required Education and Experience:**

Currently enrolled in the final academic year of a first university degree programme or enrolled in a second university degree or recently graduated from an accredited academic institution preferably in Political/Social Sciences, business administration, International Relations, Development Studies or related field.

3. **Languages:**

- Fluency in English and Arabic is required.
- Working knowledge of French or Oromo or Amharic is an advantage.

4. **How to apply**

Interested candidates are invited to submit their application and cover letter not later than Tuesday, 16 July Cairo time on www.egypt.iom.int.

Applications with missing documents will be treated as incomplete and will not be considered for further assessment.

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

5. **Posting period**

From 03.07.2019 - 16.07.2019