



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Migrant Protection Assistant**  
Duty Station : **Cairo, Egypt**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **Special Short term, 6 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Reference code : **SVN/CAI/2022/17**  
Closing Date : **August 17, 2022**

*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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

### **Organizational Scope & Context:**

Under the overall supervision of the **Project Officer (Migrant Protection and Assistance)** and direct supervision of the **Senior Migrant Protection Assistant**, the successful candidate is expected to carry out his/her duties in accordance with strictest moral and ethical standards and with due respect for gender and socio-cultural differences.

The incumbent will perform the below duties:

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

1. Act as focal point for coordination with Ministry of Interior for AVRR cases under governmental custody (receive referrals from authority, coordinate with IOM internal units and with the authorities to facilitate the travel process of AVRR cases under governmental custody).
2. Act as focal point for coordination with the department of Passports, Emigration and Nationality through weekly accompanying and paying the exit visa fees of AVRR cases at Immigration offices (Main Office at Abassya or sub offices) to finalize their travel documents and exit procedures.
3. Coordinate with other IOM missions for the travel arrangements of AVRR cases.
4. Coordinate flight bookings and coordinating with IOM internal units for booking arrangements.

5. Responsible for the administrative work related to payments, including paperwork/settlement and update IOM database accordingly.
6. Conduct the predeparture travel orientation (PDO) for AVRRE returnees before the travel date.
7. Perform other duties as may be assigned; and undertake duty travels as required.

***Required Qualifications and Experience:***

**Education**

- University degree in Social or Political Science, Psychology, Social work or related field from an accredited academic institution with three years of relevant professional experience; or,
- Secondary School Education with five years of relevant professional experience preferably within UN agencies or non-governmental organizations.

**Experience**

- Experience in working with governmental departments or with police officers.
- Experience in working with embassies or International Organisation.
- Experience in working in accounting or handling large amount of money.

**Skills**

- Dealing with migrants (case management).
- Professional writing for official communication.
- Knowledge of Migration Management International.

**Languages**

- Fluency in English and Arabic (oral and written) is required.
- Working knowledge of French or Spanish is an advantage.

**Notes**

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

### **Required Competencies:**

**Values** – all IOM staff members must abide by and demonstrate these three 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.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

### **Other**

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

This is a national position and as such only Egyptian citizens and legal residents with authorization to work in Egypt at the time of the application will be considered.

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.

### **How to apply:**

Interested candidates are expected to submit their applications on or before **Wednesday, 17 August 2022 - Cairo time** to [Careers | IOM Egypt](#). Late submissions will not be considered.

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 and considered for the announced vacancy.

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

***Posting period:***

From 04.08.2022 to 17.08.2022