

Vacancy Notice CY2023-32

Open to Internal and External Candidates

Position Title : **Project Assistant (Legal Counselling)**
Duty Station : **Nicosia, Cyprus**
Classification : **Grade G4**
Type of Appointment : **One-year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **28 November 2023**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of 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 Head of Office/Project Manager and in cooperation with the Social Worker and in the framework of the Operation of Semi-Independent living units for Unaccompanied and Separated Children, the Project Assistant will have the following duties and responsibilities:

Core Functions / Responsibilities:

1. Explain rights and legal obligations to beneficiaries i.e. unaccompanied migrant children living in the Semi-Independent Living Units.
2. Visit Semi-independent living Units and provide basic legal counselling sessions to beneficiaries as needed.

3. Assist and update beneficiaries on the progress of their application for international protection and respond to requests for mobility options including relocation, family reunification and voluntary return.
4. Prepare case reports and recommendations and submits to relevant IOM teams.
5. Assist in the preparation and review of local cooperation agreements with various third parties relating to project's implementation.
6. Assist in drafting replies to complaints and vulnerability requests in coordination with IOM MPA, Legal and ECO Departments as necessary.
7. Ensure the confidentiality of personal information of the beneficiaries.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor degree in Law or related field from an accredited academic institution, with two years of relevant professional experience, or
- Completed High School degree from an accredited academic institution, with four years of relevant professional experience.

Experience and Skills

- At least 2 years; of previous working experience.
- Background working with refugees or migrants will be a distinct advantage;
- Previous working experience with children or semi-independent living units is an advantage.
- Previous working experience with children or semi-independent living units is an advantage.
- Previous experience and/or knowledge on child protection is an advantage.
- Valid driver's license.

Languages

Fluency in **English** and **Greek** (written and oral) is required.

Knowledge of other IOM official language is an advantage.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- 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:

IOM is committed to a diverse and inclusive environment.

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.

Appointment will be subject to the provision of requirements relevant to the position including academic degree(s), professional licenses, criminal record certificate and declaration of relatives in the Organization.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Cyprus will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications (CV and Cover Letter) in English, to SMCYPIOMHR-Applications@iom.int email address, quoting vacancy number VN CY2023-32 and full name in the subject line of the email, by 28 November 2023 at the latest, referring to this advertisement.

Only short-listed candidates will be contacted.

Posting period:

From: 14 November 2023 to 28 November 2023