

## Vacancy Notice CY2023-35

### Open to Internal and External Candidates

Position Title : **Area Project Assistant**  
Duty Station : **Semi-independent living Units**  
Classification : **Grade G5**  
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 Project Coordinator, and in the framework of Semi-independent living as alternative care model for unaccompanied migrant children over 16, the Area Project Assistant will have the following duties and responsibilities:

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

1. Assist the Project Coordinator in monitoring the case files are kept updated.
2. Assist the Project Coordinator in implementing the housing targets.
3. Monitor the living conditions of unaccompanied children, in particular the good use of the equipment of the facility, the quantity and quality of the meal and the timely preparation or receipt of meals and

their timely distribution (where provided), cleanliness of premises and compliance with safety requirements.

4. Coordinate the children's daily activities country wide.
5. Monitor the weekly program of services country wide at group or individual level or daily in the case of extraordinary activities.
6. Report and make suggestions to the Project Coordinator on house allocation and on a system of culturally sensitive behaviour and acceptance.
7. Monitor the management of the storage and distribution of humanitarian assistance country wide in the structure, including, for example, clothing and personal hygiene.
8. Liaise with government and local community authorities, sources and Services for the benefit of the children and the Project.
9. Cooperate, exchange information with and inform the competent Social Services Officers at the Social Welfare District Offices of all issues related to the Project.
10. Monitor the maintenance of a protocol and a file of incoming – outgoing documents and the handling of correspondence.
11. Assist with the coordination of administrative issues arising in the context of cooperation with other agencies and bodies.
12. Provide guidance/training to new/junior staff.
13. Undertake other duties as assigned.

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

#### **Education**

- School diploma from an accredited academic institution with five years of relevant working experience.
- University degree in the field of psychology, sociology, social work with three years of relevant professional experience.
- Master's degree will be considered an advantage.

#### **Experience and Skills**

- At least three years of previous working experience.
- Previous working experience with children or semi-independent living units and/or knowledge on child protection will be a distinct advantage.
- Experience in team coordination is an advantage.
- Familiarity in working in a multi-cultural environment is desirable.
- Strong organizational, facilitation, communication, writing and presentations skills.
- Demonstrated ability to work well under pressure and keep deadlines.
- Strong work ethics and commitment to humanitarian principles.
- Good level of computer literacy.

## **Languages**

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

Any 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](mailto:SMCYPIOMHR-Applications@iom.int) email address, quoting the vacancy number VN CY2023-35 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