

Vacancy Notice CY2023-38

Open to Internal and External Candidates

Position Title : **Caregiver (3 positions)**
Duty Station : **Nicosia , Cyprus**
Classification : **Grade G3**
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 Social Worker, and in the framework of Semi-independent living as alternative care model for unaccompanied migrant children over 16, the Caregiver will have the following duties and responsibilities:

Core Functions / Responsibilities:

1. Provide care to migrant children residing in semi-independent living units.
2. Build relationships of trust, cooperation and understanding with beneficiaries.

3. Ensuring security of accommodated children (including during night / weekends and public holidays if requested). In the event of a crisis or urgency, undertake incident management, inform other staff and/or the Area Project Assistant and receive relevant instructions.
4. Assist the social worker in identifying and securing employment opportunities and independent housing for ageing out beneficiaries.
5. Take care of children's physical hygiene and clothing (distribution, needs, cleanliness), escorting children to social and/or medical services when necessary.
6. Have an overview of the general hygiene and living conditions in accommodation rooms and based on the daily routines or regulations identified.
7. Assist with the distribution of basic goods to children and notify the Area Project Assistant if further items and distributions are needed.
8. Check the condition of food in case of provided meals and ensure that are served in the agreed times.
9. Organize and monitor, in cooperation with other staff members, the children's daily routine and structured daily activities, while also supporting educational and recreational activities.
10. Contribute to the daily life and procedures of the semi-independent living units to create a supportive and protective environment, working individually and collectively with children.
11. Ensure that children take care of their own laundry on a regular basis.
12. Assist the social worker to encourage a system of culturally sensitive behaviour and acceptance.
13. Undertake other duties as assigned.

Required Qualifications and Experience

Education

- High School degree / certificate with three years of relevant work experience; or
- Bachelor's degree from an accredited academic institution with one year of relevant working experience.

Experience and Skills

- At least one year of previous working experience.
- Familiarity with direct assistance to migrants and/or refugees or familiarity in working in a multi-cultural environment is desirable.
- Previous working experience with children or semi-independent living units is an advantage.
- Strong interpersonal and communication skills in a multi-cultural setting.
- Strong organizational and facilitation skills.
- 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 email address, quoting the vacancy number VN CY2023-38 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