

Vacancy Notice CY2024-09

Open to Internal and External Candidates

Position Title : **Project Assistant (Protection)**
Duty Station : **Multiple districts**
Classification : **Grade G4**
Type of Appointment : **One-year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **24 April 2024**

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 Area Project Assistant, and in the framework of Semi-independent living as alternative care model for unaccompanied migrant children over 16, the Project Assistant (Protection) will have the following duties and responsibilities:

Core Functions / Responsibilities:

1. In coordination with the Area Project Assistant, the Project Assistant (Protection) support and guide unaccompanied and separated minors in all daily issues of concern and build relationships of trust, cooperation and understanding with beneficiaries.

2. Provide basic counselling in life skills to unaccompanied and separated minors so as to gradually empower them and help them progressively manage their own pocket money.
3. Draft a care and rehabilitation plan for beneficiaries in cooperation with the guardian (Social Service Officer at the Social Welfare District Offices).
4. Draft an integration plan for beneficiaries in cooperation with the guardian. Based on the profile and skills of the beneficiaries identify, liaise with potential employers and landlords and secure employment opportunities and independent housing for ageing out beneficiaries.
5. Cooperate, exchange information with and informs the guardian of all issues related to the children.
6. Assist in providing for their basic needs such as housing, food, utilities, clothing and surviving through their daily routine.
7. Interview and/or contact with unaccompanied minors at least on a weekly basis, assist in drafting and implementing their integration plans.
8. Respond to regular written and oral enquiries from potential stakeholders such as social welfare services, schools, asylum service, medical services, volunteers.
9. Inform the Social Welfare Services Officer at the Social Welfare District Offices immediately on security/protection matters relating to the beneficiary.
10. Assist in guiding and training in keeping a household and general hygiene.
11. Follow up in a case-management fashion, on the referral of the identified individuals.
12. Provide ongoing basic counselling to the concerned individuals.
13. In collaboration with the Area Project Assistant activate existing community support systems for supporting the case.
14. Facilitate the provision of care to all unaccompanied minors in line with IOM standards.
15. Ensure the confidentiality of personal information of the beneficiaries.
16. Prepare case reports and recommendations and submit to relevant IOM teams.
17. Report and update on a system of culturally sensitive behaviour and acceptance and submits to Area Project Assistant.
18. Coordinate with the appropriate IOM Teams.
19. Undertake other duties as assigned.

Required Qualifications and Experience

Education

- University degree in Social Work, Sociology, Psychology preferably a bachelor's degree or higher level from an accredited institution with two years of professional experience.
- Licensed Social Worker would be an advantage.

Experience and Skills

- At least two years 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.
- Previous experience and/or knowledge on child protection 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 CY2024-09 and full name in the subject line of the email, by 24 April 2024 at the latest, referring to this advertisement.

Only short-listed candidates will be contacted.

Posting period:

From: 10 April 2024 to 24 April 2024.