



## Call for Applications CY2023-017

### Open to Internal and External Candidates

Position Title : **Field Protection Assistant**  
Duty Station : **Nicosia, Cyprus**  
Classification : **Ungraded (UG)**  
Type of Appointment : **Special Short Term Ungraded**  
Closing Date : **5 December 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.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

In Cyprus, IOM Seat Agreement was ratified in Parliament in 2014 and in 2015 IOM inaugurated a fully functional office in the country. Complementing Government of the Republic of Cyprus policies, the IOM's Cyprus Office runs targeted programmes on capacity building for children, on a voluntary solidarity mechanism and on assisted voluntary return and reintegration.

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:**

The International Organization for Migration is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all and it does so by providing services and advice to governments and migrants.

IOM in close cooperation with the Government of Cyprus will provide support on matters concerning the Humanitarian Response of the organization and will mainly focus on the construction/upgrading works expected to be conducted by IOM at the First Reception Center in Pournara. The activity will be funded by the Asylum, Migration and Integration Fund of the European Commission.

In this framework, the successful candidate will be responsible to effectively implement all appropriate responsibilities, according to the IOM standards, and ensuring quality, cost effectiveness, transparency, and compliance with all IOM rules and regulations.

Under the overall supervision of the Head of Office of IOM Cyprus and direct supervision of the National Project Officer, and in close cooperation with the Project Coordinator of IOM Greece the successful candidate will be responsible supporting the site operations in Pournara First Reception Center (FRC) and in particular in the Buffer Zone within Pournara FRC during the restorations of the main site.

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

1. Support the Cypriot Asylum Service (CAS), Ministry of Interior and other involved partners in the operation of the buffer zone and the organisation of the protection activities in the buffer zone.
2. Conduct, in collaboration with competent national authorities, vulnerability assessments to migrants and refugees residing in Pournara FRC before and during the operation of the buffer zone. Address protection needs and refer to competent agencies for specialized protection services.
3. Support Cypriot authorities with the coordination of the protection activities along with other protection partners, stakeholders and authorities.
4. Understand and report to line manager(s) specific protection needs of people residing in the Pournara FRC and the buffer zone,
5. Support, in coordination with the national authorities and appointed actors, needs of vulnerable groups i.e. women at risk, children at risk, older people etc. and refers cases for further treatment. Follow up on protection cases and ensure quality case management.
6. Assist national authorities to conduct regular mapping of services in- site and off –site and ensure access of services to migrants and refugees.
7. Collect and share valid information with migrants and refugees about available services locally or nationally and prepare documents, leaflets and outreach messaging to ensure correct dissemination of information in coordination with Cypriot authorities.
8. Ensure confidentiality when handling personal information and data of migrants and refugees.
9. In cooperation with the other psychosocial services in Pournara FRC develop individual action plans for migrants and refugees.
10. Actively participate and promote weekly meetings with case management actors to discuss case management and collect feedback about existing risks, challenges and gaps in service provision for protection cases.
11. Perform other related duties that may be assigned.

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

#### **Education**

- University degree in Social Work from an accredited academic institution with minimum two years of work experience.
- University degree in Psychology, Law or Pedagogical studies will also be considered when candidate demonstrates relevant work experience in the field.
- Master's degree in above fields is an advantage.

#### **Experience and Skills**

- Minimum two years of related work experience in a humanitarian setting;

- Experience in liaising with governmental and diplomatic authorities and stakeholders, working in international organizations, non-government or government institutions/organization;
- Demonstrated ability to draft and prepare clear and concise formal correspondence and project reports;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Proficient in a Microsoft Office environment and office software packages. Knowledge of spreadsheet and database packages, experience in handling of web-based management systems;
- Strong work ethics and commitment to humanitarian principles.

## Languages

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

## 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

## 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. At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM.

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

**Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.**

***How to apply:***

Interested candidates are invited to submit their application including **a cover letter, CV and a completed Personal History Form in English by email to: [SMCYPIOMHR-Applications@iom.int](mailto:SMCYPIOMHR-Applications@iom.int)** specifying the vacancy reference number **CY2023-017 and full name** in the subject line.

Please click this [link to access the Personal History Form](#) (four pages).

Due to the volume of applications received, IOM Cyprus Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

***Posting period:***

From 20 June 2023 to 03 July 2023.

From 13 October 2023 to 26 October 2023.

From 21 November to 5 December 2023.