



IOM Cyprus CALL FOR APPLICATIONS

Reference Number : **CY2023-02**
Position Title : **Operations (Ops) Escort**
Duty Station : **Nicosia, Cyprus**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **1st February 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.

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:

In the framework of the Solidarity Declaration agreed by European Union Member States (EUMS) and associated countries and in view of the Voluntary Solidarity Mechanism (VSM) which has been established from the five first-line Mediterranean countries for the relocation of asylum applicants towards EUMS and associated countries, IOM will be responsible for ensuring that beneficiaries are adequately prepared for and subsequently transferred on a voluntary basis to the Member State of Relocation (MSR) in safety and dignity by also receiving comprehensive support throughout the entire process.

In view of the above-mentioned project and under the direct supervision of the Project Coordinator and the overall supervision of the Head of Office in Cyprus the successful candidate will be responsible and accountable for managing projects under the portfolio of the voluntary relocation mechanism.

Core Functions / Responsibilities:

1. Secure swift and safe escort of beneficiaries during scheduled movements for the needs of the project (such as medical facilities, asylum service, consulates);
2. Secure swift and safe escort of beneficiaries until the final destination of the beneficiaries in EUMS and associated countries
3. Ensure compliance with IOM administrative standards and designated procedures;
4. Align with reporting requirements for each assigned tasks.
5. Gather, file and keep track of all required reporting documents;
6. Follow up (upon receiving invoices) of hard copies of the invoices and bills (movement related), ensure accurate submission of all documents to the project administrative focal points;
7. Collect information and share experience on possible procedure improvements;
8. Produce regular reporting input in formats designated;
9. Perform such other related duties as may be assigned by senior/supervising staff.

Required Qualifications and Experience

Education

High School graduation certificate with two years related experience. Completed university degree from an accredited academic institution with one year of related work experience.

Experience and Skills

- Minimum two year of previous relevant work experience.
- Experience in IOM operational procedures is a district advantage.
- Experience in dealing with provision of assistance to migrants and UAM's on move is a district advantage.
- Demonstrated ability to work under pressure and to keep deadlines.
- Experience in airport protocols and procedures is a district advantage.
- Ability to build communication with UAM's.
- Willingness to work in day/ night shifts, during holidays and weekends.
- Ability to work in multi-cultural and multinational environment.
- Operational ability and ability to move in short notice.
- Knowledge of cultural and/or any other differences that are in direct connection with daily duties performance (learn what applicable and what not about specific communities).
- Valid driver's license with at least five years driving experience an advantage.

Languages

Fluency in **English** and **Greek** 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.

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.

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

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM on or after 15 November 2021. 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 and CV in English by email to: rliperti@iom.int**, specifying the vacancy reference number **CY2023-02** and **full name** in the subject line.

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: 18 January 2023 to 01 February 2023