



SVN 2022-48

Open to Internal and External Candidates

Position Title : **AVRR Counsellor / Project Assistant (Administration)**
Duty Station : **Brussels, Belgium (Country Office)**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Special Short Term, 9 months with possibility of extension**
Estimated Start Date : **1 January 2023**

Closing Date : **29 November 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Context:

Under the direct supervision the Migrant Protection and Assistance Head of Unit, having in mind the potential migrants' needs, the incumbent will promote dialogue and exchange views, provide counselling services to migrants, partner agencies and other institutions concerned, assist and organise assisted voluntary return activities. In addition, the incumbent will assist with the implementation of other projects related to AVRR.

Core Functions / Responsibilities:

VOLUNTARY RETURN ACTIVITIES

1. Prepare and follow up all the application files in the appropriate databases;
2. Organize and co-ordinate all pre-departure formalities, such as liaison with partners, allowances, reception of travel documents, flight bookings, and airport departure;

COUNSELLING ACTIVITIES

3. Provide AVRR counselling services to potential beneficiaries in Belgium, on existing voluntary return projects and, when applicable, on available reintegration opportunities in the countries of origin of the beneficiaries;
4. Coordinate the reintegration assistance with the IOM missions in the countries of origin;
5. Assist in providing information to IOM's partner network in Belgium to promote AVRR;

6. Assist in delivering information sessions on AVRR to stakeholders likely to be in touch with potential beneficiaries, including but not limited to, social services, reception centres, hospitals and governmental counterparts;
7. Maintain and promote good working relations with embassies and consulates to collect information and promote co-operation with a view to facilitate the issuance of travel documents and/or visas;
8. Assist in establishing technical information on each country's procedures and specifics (travel documents, consulate opening hours, etc.) to compile and update Country Information Sheets;
9. Contribute to the development of promotional/information materials on the return and reintegration activities;
10. Participate in joint monitoring missions on individual reintegration assistance in selected countries, if and when required;

COMPLEMENTARY AVRR PROJECT ACTIVITIES

11. Assist the AVRR Team Leader and Project Manager in coordinating and implementing complementary reintegration project activities in Belgium and in the Countries of Origin, ensuring that the project log frame and plan of action are followed;
12. Provide statistical updates on project activities and beneficiaries to the Project Manager and Finance unit; conduct regular checks on project expenditures, eligibility criteria, and follow up on the payment and implementation of reintegration support with the missions in CoOs;
13. Assist in project auditing and evaluation exercises;
14. Assist in drafting donor reporting.

Required Qualifications and Experience

Education

- Bachelor's degree in Social Assistance, Social Work, or a related field from an accredited academic institution with two years of relevant professional experience; OR
- High School Degree with four years of relevant professional experience in Social Work and Welfare, or related fields.

Experience

- Experience in (IOM) AVRR projects and reintegration assistance;
- Experience with migrant populations on direct assistance;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis;
- Excellent administrative and organizational skills;
- Good analytical skills, strong sense of details and accuracy;

Languages

Fluency in French, Dutch and English is required.

Required Competencies

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 *level 1*

- 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

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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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

How to apply:

Interested candidates are invited to submit their applications –**Questionnaire on Mandatory Requirements** (p. 5), **CV and Cover Letter**– to IOMBrusselsApplications@iom.int by **29 November 2022 at 23:59h Brussels time**, referring to this advertisement in the subject line (*SVN 2022-48*).

In order for an application to be considered valid, IOM only accepts applications duly completed. **Only shortlisted candidates will be contacted.**

Posting period:

From 15.11.2022 to 29.11.2022

Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

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Education

- Bachelor's degree in Social Assistance, Social Work, or a related field from an accredited academic institution with two years of relevant professional experience; OR
- High School Degree with four years of relevant professional experience in Social Work and Welfare, or related fields.

yes no

Language

Fluency in English, French and Dutch (all 3)

yes no

Professional Work Experience

At least 2 years of experience in Social Work and Welfare

yes no

Experience in AVRR projects and reintegration assistance

yes no

Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis

yes no

Other

Are you currently holding a valid residence and work permit for Belgium?

yes no

Date:

Name:

Signature: