



## SVN 2023-06

### Open to Internal and External Candidates

Position Title : **Senior Assisted Voluntary Return and Reintegration Associate**  
Duty Station : **Brussels, Belgium (Country Office)**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **Special Short Term - until 31 August 2023, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **Extended until 1 March 2023**

*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.*

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**

Assisted Voluntary Return and Reintegration (AVRR) is an indispensable part of a comprehensive approach to migration management, aiming to support the orderly and humane return and reintegration of migrants who are unwilling to remain in host or transit countries and wish to return voluntarily to their countries of origin.

Under the supervision of the Migrant Protection and Assistance Officer as Head of Unit, the incumbent will oversee the provision of counselling services to migrants by the AVRR team, provide direct counselling to sensitive cases, and advise partner agencies and other institutions concerned on voluntary return and reintegration activities.

### **Core Functions / Responsibilities**

1. Supervise the work of the AVRR team, including the distribution of tasks, organization of working schedules, staff evaluation, trainings, and the administration of leave requests and back-up systems;

2. Assist the Head of Unit in coordinating and implementing the voluntary return and reintegration activities in Belgium as well as in the Countries of Origin (CoOs), ensuring that support to requesting migrants is provided in line with the project's logical framework and plan of action;
3. Coordinate reintegration assistance both with partners in Belgium as with IOM Missions in CoOs, drafting Standard Operating Procedures, providing guidance, direction and support to the reintegration counsellors and other project staff;
4. Monitor the efficient and effective handling of all cases until satisfactory completion of activities;
5. Strengthen IOM capacity to provide daily counselling to potential candidates in Belgium on existing voluntary return projects and, when applicable, on available reintegration opportunities in the CoOs of the candidates;
6. Coordinate the feedback to partners and counterparts about the monitoring of the reintegration of returnees in the CoOs, and to provide correct and realistic feedback of the strengths and limits of AVRR programming;
7. Ensure a proper complaints mechanism is in place and accessible, and that all complaints, related to the AVRR programming, are handled in a timely and effective manner;
8. Coordinate and communicate information on AVRR related activities towards internal and external partners, prepare reports, briefing materials, background information, narrative and statistical reports as required;
9. Keep abreast of internal and external developments in the field of AVRR and share assessment of potential impact on IOM support to migrants with the Head of Unit and Deputy Head of Unit;
10. Assist in delivering information sessions on AVRR to stakeholders likely to be in touch with potential beneficiaries;
11. Maintain and promote good working relations with embassies and consulates to collect information and promote cooperation with a view to facilitate the issuance of travel and/or visas;
12. Assist in establishing technical information on each country's procedures and specifics (travel documents, visas, etc.) to compile and update Country Information Sheets to be posted on IOM's website;
13. Assist in the preparation and implementation of possible future activities, including preparation of project narratives and budgets;
14. Undertake field visits to project sites, as required;
15. Perform other relevant duties as may be assigned by the supervisor
16. Perform any other duties as may be assigned.

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

### **Education**

- **University degree** in International Relations, Law, Social, Political or Economic Sciences, Social Work, Migration or Development Studies or a related field from an accredited academic institution **with four years of relevant professional experience**;

or

- Completed High School degree from an accredited academic institution, with six years of relevant professional experience;

### **Experience and skills**

- Experience in (IOM) AVRR projects, including counselling, planning and monitoring of reintegration assistance;
- Experience providing direct assistance to migrant populations;
- Experience with multi-country, multi-partner projects is an advantage;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Demonstrated proficiency in the use of Office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis;
- Knowledge of IOM's financial rules and regulations;
- Strong drafting, writing, and reporting skills.

### **Languages**

Fluency in English, French and Dutch 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 2*

- 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.

**Managerial Competencies** – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

***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 to [IOMBrusselsApplications@iom.int](mailto:IOMBrusselsApplications@iom.int) by **1 March 2023 at 23:59** (CET - Brussels time), referring to this advertisement in the subject line (*SVN 2023-06 Senior AVRR Associate G6*):

- a) CV
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (page 5)

In order for an application to be considered valid, IOM only accepts applications duly completed.

IOM reserves the right to contact shortlisted candidates only.

***Posting period***

From 08.02.2023 to 22.02.2023  
Extended until 01.03.2023



## Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

SVN 2023-06 Senior AVRR Associate G6, CO Belgium

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### Education

Tick as appropriate depending on what you have:

**University degree** in International Relations, Law, Social, Political or Economic Sciences, Social Work, Migration or Development Studies or a related field from an accredited academic institution **and four years of relevant professional experience;**

yes  no

Completed High School degree from an accredited academic institution, with six years of relevant professional experience

yes  no

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### Languages

English (fluency) yes  no

French (fluency) yes  no

Dutch (fluency) yes  no

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### Professional Work Experience

Experience providing direct assistance to migrant populations yes  no

Experience in AVRR projects, including counselling, planning and monitoring of reintegration assistance; yes  no

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### Other

Are you currently holding a valid residence and work permit for Belgium?  
*(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)* yes  no

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Date:

Name:

Signature: