



## SVN 2023-07

### Open to Internal and External Candidates

Position Title : **Senior Resettlement and Movement Management 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**

Under the supervision of the Migrant Protection and Assistance Officer as Head of Unit, the incumbent will implement and manage the Resettlement and Movement Management (RMM) activities of the IOM Country Office for Belgium and Luxembourg.

### **Core Functions / Responsibilities**

1. Supervise the work of the movement operations and airport staff, including the distribution of tasks, organization of the working schedules, staff evaluation, trainings, and the administration of leave requests and back-up systems;
2. Implement transportation strategies related to the orderly movement of the migrants requesting IOM support and coordinate the movement aspect of programmes handled by the Country Office;
3. In coordination with the Head of Unit, assist in negotiating new local agreements with airline companies, ground transportation providers and travel agencies, as needed;
4. Advise and make recommendations in order to optimise the booking processing and ensure bookings are done according to IOM's guidelines and agreements; provide training,

- guidance and assistance on travel arrangements matters to movement operations staff and on the Organization's system application tools (Amadeus, MiMOSA Web and iGATOR) whenever necessary;
5. Monitor the operations business process, identifying areas of improvement as well as simplify and enhance efficiency, carry out operations control tasks for projects/programmes activities;
  6. In coordination with the Head of Unit, design and implement resettlement projects, including participating in negotiations and discussions with authorities, liaison with national and local government officials involved in the resettlement process, liaison with other relevant IOM Missions;
  7. Coordinate and communicate information on movement-related activities towards internal and external partners, prepare reports, briefing materials, background information, narrative and statistical reports as required;
  8. Assist in the preparation and implementation of possible future resettlement activities, including identifying opportunities for new/strengthened resettlement projects, preparation of project narratives and budgets;
  9. Keep abreast of internal and external developments in the field of Resettlement and share assessment of potential impact on IOM support to migrants with the Head of Unit and Deputy Head of Unit;
  10. Undertake field visits to project sites, as required;
  11. 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**

- Excellent experience in movement operations;
- Demonstrated expertise in the use of electronic tools such as Amadeus, MiMOSA and iGator;
- Experience in negotiating with airlines, airport services and government authorities;
- 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 2023-07 Senior RMM 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 2023-07 Senior RMM 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 in movement operations; yes  no

Demonstrated expertise in the use of Amadeus, MiMOSA and iGator; yes  no

Experience in negotiating with airlines, airport services and government authorities yes  no

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**Other**

Are you currently holding a valid residence and work permit for Belgium? yes  no

*(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)*

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Date:

Name:

Signature: