

Open to Internal and External Candidates
(Previous applicants are considered active and need not re-apply)

Ref/VN No : **VN2017- 002ROV**
Position Title : **Regional Immigration and Border Management Assistant**
Duty Station : **Regional Office Vienna, Austria**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **22 May 2017**

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. 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 direct supervision of the Senior Regional Specialist on Immigration and Border Management (SRTS) and the overall guidance of the Regional Director for South-Eastern Europe, Eastern Europe and Central Asia, the Regional Immigration and Border Management Assistant will support the STRS to provide thematic expertise and resource to the missions under RO Vienna coverage; monitor and analyse regional thematic trends; support national and regional thematic project development; and review and support the project documents endorsement process related to the thematic area of expertise in the region. Additionally, the incumbent will support the SRTS and the Regional Liaison and Policy Officer (RLPO) in liaising with relevant Vienna-based and IBM-specific international and regional organizations, as well as thematically related working groups (e.g. UNODC, OSCE, ICMPD, FRA, IACA, Frontex).

Core Functions / Responsibilities:

1. Support the SRTS and RLPO in liaising with relevant Vienna-based international and regional organizations and working groups (e.g. UNODC, OSCE, ICMPD, FRA, IACA, Frontex).
2. Assist the SRTS and carry out individually capacity building, training (including development of training curriculum), monitoring and evaluation and provide expert support to Country Offices (CO) in the region on thematic areas related to immigration and border management (IBM), such as identity management, border management information systems, counter-smuggling of migrants, humanitarian border management, immigration detention and alternatives to detention,

readmission, visa systems, as well as cross-cutting themes, such as IBM and gender, health and migrants' rights.

3. Assist in reviewing, endorsing and tracking of project proposals developed by CO in the region to ensure that all projects are:

- i. consistent with the IOM Constitution, IOM Strategy and the Organization's policies, thematic guidelines and manuals and any relevant national and/or regional strategies;
- ii. coherent, relevant, and feasible, and take into account good practices in the respective migration/thematic area(s);
- iii. developed according to IOM's project development procedures as established in the IOM Project Handbook.

4. Identify emerging issues relevant to the thematic area, follow thematic developments at the regional and sub-regional level and contribute to the development of thematic policy and reports in collaboration with the SRTS.

5. Carry out migration management assessments, review and comment draft national IBM policies, laws and regulations, review and/or assist in drafting standard operational procedures in coordination with the SRTS.

6. Assist in the development of regional and multi-country programmes and projects in the thematic area and in fundraising efforts.

7. Draft regional thematic guidance notes, information sheets, policy documents in coordination with the SRTS.

8. Prepare internal reports, presentations, speeches, statements and briefings within the thematic area as needed.

9. Share thematic related information with the COs and provide general technical support upon request from the COs in coordination with the SRTS.

10. In absence of the SRTS during leave or duty travel, take over and ensure the continued functioning of IBM Unit in responding to incoming requests from internal or external partners.

11. Represent IOM as thematic expert in the region by actively participating in conferences, workshops and meetings related to the thematic area of expertise, as required by the SRTS and/or Regional Director.

12. In coordination with the SRTS, coordinate the process of identifying, selecting and supervising interns hired for the RO Vienna IBM Unit.

13. Any other duties that may be assigned.

Required Qualifications and Experience

Education

- Completed bachelor's degree in Political or Social Sciences, Business Administration, Migration Studies, International Relations and/ or Law from an accredited academic institution with 3 years relevant experience in migration, immigration and border management; or
- Completed secondary/high school education with 6 years relevant professional experience in above fields.

Experience

- Experience in the field of migration issues, including operational and field experience, IOM project development, and management
- Demonstrated expertise in the thematic area relevant to project development
- Experience in liaising with governmental authorities, other national/international institutions and NGOs.
- Knowledge of monitoring and evaluation
- Experience of regional issues in the thematic area a distinct advantage

Languages

Fluency in **English** is required.

Knowledge of **German, Russian, or South-Eastern European** languages an advantage.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

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

The VN is open to candidates residing in the country of the duty station or from a location in a neighbouring country which is within commuting distance of the duty station. Candidates applying from another location outside commuting distance will be considered to be locally recruited and will not be eligible for allowances or benefits available to eligible internationally-recruited staff.

In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting and outside commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications and completed Personal History Form via roviennahr@iom.int, by May 22, 2017 at the latest, referring to this advertisement. Only shortlisted candidates will be contacted.

Posting period: From 05.04.2017 to 22.05.2017

9. EDUCATION: Give full details, using the following space in so far as it is appropriate of schools or other formal training or education from age 14 (e.g. high school, technical school, apprenticeship, university or its equivalent):

Name and Place	Type	Years attended		Certificates, diplomas, degrees or academic distinctions obtained
		From	To	

10. A) Indicate speed in words per minute (if applicable)

	English	French	Spanish	Other Languages		
Shorthand						
Typing						

B) List any special skills you possess and machines and equipment you can use

11. List all organizations with which you are or have been affiliated. This list is to include all affiliations, whether social, professional, fraternal, etc.

12. List activities in civic, public or international affairs and name any significant publications you have written.

13. For what kind of work do you wish to be considered?

14. A) Are you willing to accept a post requiring travel?

B) Would you accept short term employment?

C) Would you accept an emergency field assignment at short notice?

15. In the event of your being selected, how much notice would you need before appointment?

16. Have you any objections to our making inquiries of your present employer?

Yes

No

17. EMPLOYMENT RECORD : Starting with your present occupation, list in reverse order each activity in which you have been engaged, **accounting fully for your time. List military service and any period of unemployment of more than six months' duration.** Use a separate block for each period and additional sheets if necessary.

Present or most recent occupation		Description of duties and responsibilities											
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="3">Annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> <tr> <td colspan="2">Salary</td> </tr> <tr> <td colspan="2">Allowances</td> <td>Total</td> </tr> </table>		Dates		Annual emoluments:	From (month/year)	To (month/year)	Salary		Allowances		Total		
Dates		Annual emoluments:											
From (month/year)	To (month/year)												
Salary													
Allowances		Total											
Business or organization (name and address, including city)													
Title of your post or occupation	Name of Supervisor												
Number and kind of employees supervised by you													
Personal address during this period													
Reason for leaving													
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="3">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> <tr> <td colspan="2">Salary</td> </tr> <tr> <td colspan="2">Allowances</td> <td>Total</td> </tr> </table>		Dates		Total annual emoluments:	From (month/year)	To (month/year)	Salary		Allowances		Total	Description of duties and responsibilities	
Dates		Total annual emoluments:											
From (month/year)	To (month/year)												
Salary													
Allowances		Total											
Business or organization (name and address, including city)													
Title of your post or occupation	Name of Supervisor												
Number and kind of employees supervised by you													
Personal address during this period													
Reason for leaving													
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="3">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> <tr> <td colspan="2">Salary</td> </tr> <tr> <td colspan="2">Allowances</td> <td>Total</td> </tr> </table>		Dates		Total annual emoluments:	From (month/year)	To (month/year)	Salary		Allowances		Total	Description of duties and responsibilities	
Dates		Total annual emoluments:											
From (month/year)	To (month/year)												
Salary													
Allowances		Total											
Business or organization (name and address, including city)													
Title of your post or occupation	Name of Supervisor												
Number and kind of employees supervised by you													
Personal address during this period													
Reason for leaving													

17. EMPLOYMENT RECORD : Starting with your present occupation, list in reverse order each activity in which you have been engaged, **accounting fully for your time. List military service and any period of unemployment of more than six months' duration.** Use

Present or most recent occupation		Description of duties and responsibilities							
<table border="1"> <thead> <tr> <th colspan="2">Dates</th> </tr> <tr> <th>From (month/year)</th> <th>To (month/year)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Dates		From (month/year)	To (month/year)			Annual emoluments: Salary Allowances Total	
Dates									
From (month/year)	To (month/year)								
Business or organization (name and address, including city)									
Title of your post or occupation		Name of Supervisor							
Number and kind of employees supervised by you									
Personal address during this period									
Reason for leaving									
Dates		Total annual emoluments:							
From (month/year)	To (month/year)								
Business or organization (name and address, including city)									
Title of your post or occupation		Name of Supervisor							
Number and kind of employees supervised by you									
Personal address during this period									
Reason for leaving									
Dates		Total annual emoluments:							
From (month/year)	To (month/year)								
Business or organization (name and address, including city)									
Title of your post or occupation		Name of Supervisor							
Number and kind of employees supervised by you									
Personal address during this period									
Reason for leaving									
Dates		Total annual emoluments:							
From (month/year)	To (month/year)								
Business or organization (name and address, including city)									
Title of your post or occupation		Name of Supervisor							
Number and kind of employees supervised by you									
Personal address during this period									
Reason for leaving									

17. EMPLOYMENT RECORD : Starting with your present occupation, list in reverse order each activity in which you have been engaged, **accounting fully for your time. List military service and any period of unemployment of more than six months' duration.** Use

Present or most recent occupation		Description of duties and responsibilities	
Dates		Annual emoluments:	
From (month/year)	To (month/year)	Salary	
		Allowances	
		Total	
Business or organization (name and address, including city)			
Title of your post or occupation		Name of Supervisor	
Number and kind of employees supervised by you			
Personal address during this period			
Reason for leaving			
Dates		Total annual emoluments:	
From (month/year)	To (month/year)		
Business or organization (name and address, including city)			
Title of your post or occupation		Name of Supervisor	
Number and kind of employees supervised by you			
Personal address during this period			
Reason for leaving			
Dates		Total annual emoluments:	
From (month/year)	To (month/year)		
Business or organization (name and address, including city)			
Title of your post or occupation		Name of Supervisor	
Number and kind of employees supervised by you			
Personal address during this period			
Reason for leaving			

18. References: List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under Item 17.

Name in full	Complete Address (Telephone No. if known)	Business or Occupation

19. (a) Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)?

 Answer "Yes" or "No"

(b) If your answer is "Yes" under item 19 (a) above, attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

20. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, give dates, areas, purpose, etc. State any significant experience not included in Section 17 which you believe will serve in the evaluation of your record.

21. State any disabilities which might limit the performance of your work. (Appointment is subject to compliance with medical requirements.)

Having answered every question above, I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action including dismissal.

Place and Date _____

Signature _____

PLEASE NOTE

Applications will not, as a general rule, be valid or retained by the Organization for more than one year from date of receipt. While you may rest assured that your candidature will be carefully examined, receipt of this form will not be acknowledged, and any further correspondence will be initiated by the Organization.