



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Operations Assistant**
Duty Station : **London, UK**
Classification : **G 5 – GBP 31,041.96 per annum (net but employee pays Primary NI and pension)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **26th of October 2021**

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 direct supervision of the Senior Operations and Reporting Coordinator the incumbent will carry out operations duties for the UK Resettlement Scheme

Core Functions / Responsibilities:

1. Support the Senior Operations and Reporting Coordinator with all operational aspects of the UK Resettlement Scheme
2. Liaise with IOM field missions to ensure each refugee has completed all operational pre-departure requirements, including, visa applications, VAC appointments, exit visa processes and ensure the donor is notified after each stage.
3. Ensure refugees' medicals for the UK Resettlement Scheme are carried out in a timely manner as agreed with the donor and completed files are submitted to the donor in a timely manner.
4. Provide assistance in planning and implementation of resettlement activities in line with mission's strategies and policies

5. Ensure efficient and accurate record keeping of the related operational files and other relevant data, including the preparation of any requested statistical data/information and ensuring that any related databases or similar are updated.
6. Monitor all resettlement processes are carried out in a timely manner, verify data sent from the Mission is of high quality and in accordance with the donor's requirements, maintain close communication with the Missions to ensure up to date information on all the cases.
7. In accordance with local practices and RMM guidelines and standards, and in close coordination with supervisors and field missions, identify and assign escorts to accompany all movements as required.
8. Provide regular feedback on work being accomplished to the Senior Operations and Reporting Coordinator and Head of Operations and keep supervisors immediately informed of any issues that arise.
9. Willingness to learn and be trained in all relevant Movement Operations SOPs and Movements-related systems and databases (including iGATOR, MiMOSA, and Amadeus), as well as the ability to remain professional, impartial and unbiased during all interactions with migrants and colleagues per the IOM Code of Conduct and instruction on the Prevention of Sexual Exploitation and Abuse (PSEA.)
10. Maintain and ensure the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert the Senior Operations and Reporting Coordinator or management of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.
11. Maintain liaison with relevant governmental, non-governmental entities as well as other international organisations and local authorities on programme issues and participate in meetings.
12. When called upon the incumbent will act as an operational escort for IOM UK Resettlement Schemes.
13. Performs such other related duties as maybe assigned.

Required Qualifications and Experience

Education

1. Completed University Bachelor's degree from an accredited academic institution with at least three years of relevant professional experience.

Experience

1. Experience in social work or in refugee migration related issues is desirable
2. Experience working with data bases, maintaining statistical information.
3. Experience in liaising with governmental and diplomatic authorities as well as with international institutions and NGOs.
4. Proven ability to supervise, train and direct staff.
5. Experience in air movement operations and travel planning an added advantage.

Languages

Fluency in English is required. Working knowledge of any other UN language an advantage

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. 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 distance, and work permit, as applicable.

How to apply:

Please submit the completed [personal history form](#) with a cover letter not more than one page specifying the motivation for application to LondonHumanResources@iom.int. Please note that the post is subject to local recruitment. Only persons holding a valid residence or work permit for UK will be eligible for consideration. Please quote reference no. "VN GB10 2021_04 Operations Assistant + SURNAME" in the subject of your application email.

Please note that only short-listed candidates will be contacted.

Deadline for application: 26th of October 2021