



IOM International Organization for Migration

## Special Vacancy Notice AT2022/05 (Re-Advertisement)

### Open to Internal and External Candidates

Position Title : **Project Assistant**  
Duty Station : **IOM Country Office for Austria, Vienna**  
Classification : **General Service Staff, Grade G4 (full-time or part-time)**  
Type of Appointment : **Special Short Term, until 30/04/2023 with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **16 October 2022**

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 Head of Integration/LHD and the overall supervision of the Head of Office of IOM Austria, the successful candidate will support the integration, counter-trafficking and assisted voluntary return and reintegration teams to implement current projects and related activities in Austria.

Since the 1950s IOM has implemented programmes that assist Member States with the integration of migrants as a key component of effective and comprehensive migration management. Integration is defined as the two-way process of mutual adaptation between migrants and host societies in which migrants are included into the social, economic, cultural and political life of the receiving community.

IOM has been working to counter trafficking in human beings since the 1990s. Since that time, the Organization has assisted over 100,000 trafficked persons worldwide. In collaboration with partners, IOM works globally to prevent trafficking before it begins, to better identify and protect trafficked persons and to ensure that traffickers are brought to justice. IOM employs a human rights-based approach to addressing human trafficking, which places trafficked persons and their communities at the center of related efforts. Within these contexts, the IOM Country Office of Austria is active in the following areas of work:

Integration: capacity-building of receiving communities and local authorities, various training activities for different target groups, engagement with migrants, integration of vulnerable groups with a focus on youth.

Counter-trafficking: training sessions on identifying and protecting trafficked persons; contribution to anti-trafficking policymaking through participation in national working groups; hosting of and speaking at public conferences and workshops; direct support to trafficked persons through assisted voluntary return, procurement of documentation in country of origin, etc.; public awareness raising.

Assisted Voluntary Return and Reintegration: logistical assistance for the voluntary return of migrants, reintegration projects in various countries, support for the Austrian Return system by providing trainings, compiling guidelines and participation in working groups and networking activities.

### ***Core Functions / Responsibilities:***

1. Prepare training contents and materials in the framework of relevant projects, e.g., on intercultural competences in the framework of asylum and aliens' procedures in Austria in collaboration with external stakeholders.
2. Organize and moderate in-person and/or online training sessions, e.g., on intercultural competences, in the framework of asylum and aliens' procedures in Austria in collaboration with external stakeholders.
3. Prepare, attend and document working group meetings, coordination platforms and other external meetings as well as events focusing on integration, diversity, human trafficking as well as assisted voluntary return and reintegration and, both in Austria and abroad.
4. Compile and organize information and reference materials from various sources for reports, strategic planning, studies, briefings, training, meetings/ conferences, and other events on topics such as integration, diversity, intercultural competences, human trafficking, exploitation, precarious social and economic situations as well as assisted voluntary return and reintegration, , etc.
5. Assist drafting reports including verifying data sets and accuracy of documents, reports, etc. to ensure correctness and compliance with relevant guidance material.
6. Assist in general administrative and coordinative tasks of the projects implemented by the team.
7. Draft responses to routine correspondence and other communications.
8. Perform other duties as may be assigned.

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

### **Education**

- University degree at bachelor or equivalent or higher and a minimum of two year of work experience in the field of migration, asylum, integration, counter-trafficking and/or assisted voluntary return and reintegration; the university degree should ideally have been completed in the field of social sciences, e.g. political sciences or related studies; OR
- High school diploma or equivalent from an accredited academic institution and a minimum of four years of work experience in the field of migration, integration, anti-human trafficking and/or assisted voluntary return and reintegration

### **Experience**

- Work experience in the field of migration and/or asylum,
- Experience in public speaking and/or conducting in-person and/or online workshops/trainings is an asset,
- Experience in the fields of migrant integration, social cohesion and diversity; counter-trafficking; and/or assisted voluntary return and reintegration is an asset.
- In-depth knowledge of the Austrian and European migration landscapes, policies, institutions and stakeholders is an asset;
- Moderation and presentation skills is an asset;
- Comprehensive (legal and social) knowledge on asylum and aliens' context is an asset;
- Good knowledge of EU and national funding mechanisms is an asset
- Experience in administrative support or similar is an asset.

### **Languages**

Fluency in **English** and **German** 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.

IOM's competency framework can be found at this [link](#).

### **Other**

Any offer made to the candidate in relation to this special 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 full vaccination against COVID-19.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

### **How to apply:**

Interested candidates are invited to submit their applications by 16 October 2022, 23:59 at the latest to [iomviennacoeh@iom.int](mailto:iomviennacoeh@iom.int) referring to this vacancy and using the subject line "Family Name – application SVN AT2022/05".

In order for an application to be considered valid, the application must contain a letter of motivation, a CV (both in English) and a duly filled in Personal History Form (available at <https://austria.iom.int/careers>).

Only shortlisted candidates will be contacted.

### **Posting period:**

From 26.09.2022 till 16.10.2022