Vacancy Notice AT2023/10

Open to Internal and External Candidates

Position Title: Research Associate (Two Positions)
Duty Station: IOM Country Office for Austria, Vienna
Classification: General Service Staff, Grade G4 (100%, full-time)
Type of Appointment: Fixed term, one year with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: 03 January, 2024

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 Head of Policy Research and Migration Law and the overall supervision of the Head of Office, the successful candidate will be responsible for implementing effective research activities.

Core Functions / Responsibilities

1. Conduct research and draft studies and reports on migration and asylum within the Austrian and European context.

2. Retrieve, compile, summarize, and present information/data on specific research topics, including the drafting of research topic proposals and concept notes.

3. Review and verify research outputs and the accuracy of documents, reports, etc. to ensure correctness and compliance with relevant guidelines.
4. Liaise with diverse organizational units and external parties to initiate and respond to information requests, obtain necessary clearances, process and follow-up on research activities, etc.

5. Assist with the organization of meetings and events.

6. Participate in meetings and conferences and present research findings.

7. Perform other related duties as may be assigned.

**Required Qualifications and Experience**

**Education**

- High school diploma with four years of relevant experience; or
  
or

- Bachelor’s degree or equivalent or higher in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Economics, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience.

**Experience**

- Proven experience in conducting research.
- Knowledge of the Austrian and EU migration and asylum policies and context.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

**Skills**

- Ability to draft clear and concise research papers in German and English.
- Proficiency in Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook, MS Teams.
- Knowledge of reference management systems (e.g. Citavi) is an advantage.

**Languages**

For this position, fluency in **German** and **English** is required (oral and written). Knowledge of any other language is 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.
- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

**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 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 Austria will be eligible for consideration.

**How to apply**

Interested candidates are invited to submit their applications to **iomviennacroh@iom.int** by **03 January 2024 23:59** (CET - Vienna time), referring to this advertisement referring, using the subject line “Family Name – application VN AT2023/10” and including the following documents:

a) CV or Personal History Form
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 14.12.2023 to 03.01.2024
Questionnaire on Mandatory Requirements for Local Recruitment in Vienna, Austria

VN AT2023/10 Research Associate

Education

Tick as appropriate depending on what you have:

- High school diploma with four years of relevant experience; or Bachelor’s degree or equivalent or higher in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Economics, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience.

  yes □ no □

Language

English (fluency)

  yes □ no □

German (fluency)

  yes □ no □

Professional Work Experience

Proven experience in conducting research.

  yes □ no □

Knowledge of the Austrian and EU migration and asylum policies and context.

  yes □ no □

Ability to draft clear and concise research papers in German and English.

  yes □ no □

Proficiency in Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook, MS Teams.

  yes □ no □

Other

Are you currently holding a valid residence and work permit for Austria?

(EU nationals, please mark ‘yes’; non-EU nationals, please mark as appropriate)

  yes □ no □

Date of birth:

Citizenship:

Date:

Name:

Signature: