



Vacancy notice open to Internal and External Candidates

Duty Station: Sarajevo Canton, Bosnia and Herzegovina
Application Deadline: 22 July 2024
Position Title: Migrant Protection Assistant/Interpreter, 2 (two) positions
Contract type: SST
Grade: UG
Contract duration: 6 months, renewable
Starting Date: as soon as possible
Reference Code: SVN 33-07/24

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

The International Organization for Migration (IOM) - the UN Migration Agency - is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM, together with the international community, assists the population of BiH in rebuilding their lives and working for a better future. Today, with a focus on building the capacity of the BiH government to manage migration, IOM is working with a wide range of governmental and non-governmental partners in a wide range of migration related areas, including, amongst others, the protection of vulnerable migrants; border management; assisted voluntary return; diaspora; technical assistance on migration management; disaster risk reduction and recovery.

Core Functions/Responsibilities

Under the overall supervision of the Migration Response Coordinator and the direct supervision of the CCCM Area Coordinator, the candidate will be responsible for the following tasks:



1. Facilitate the registration and re-registration of migrants without status, the day-to-day operations run by the Service for Foreigners' Affairs (SFA) to address the needs of migrants in vulnerable situations accommodated at the Temporary Reception Centers (TRC).
2. Translate interviews with beneficiaries inside and outside TRCs as well as translate documents related to migrants' spoken languages.
3. Providing interpretation services during medical screenings of migrants inside and outside TRCs.
4. Assist in observing, monitoring and facilitating the referral of migrants in vulnerable situations, particularly potential victims of trafficking, exploitation and abuse, to appropriate and adequate protection services.
5. Provide psychological first aid to migrants in need and deliver assistance and protection services to migrants in a culturally sensitive way.
6. Facilitate the communication among migrants, service providers and relevant institutions, located in the TRC's area of responsibility.
7. Improve migrants' understanding of the socio-cultural and legal environment in the host country.
8. Assist in AVRR outreach and information activities, support regular counselling and interview sessions with AVRR beneficiaries and undertake logistical preparations for their return and reintegration in their countries of origin.
9. Provide written daily reports on implemented assistance and other activities including written number and type of assistance provided.
10. Perform such other duties as may be assigned.

All duties and responsibilities will be carried out in strict adherence to IOM policies and guidelines, including those related to confidentiality and data protection.

Required Qualifications and Experience

Education:

- University degree in related fields, such as social studies, languages, psychology, political science, international relations, or development studies with minimum 2 (two) years of professional experience, or;
- Completed High School degree from an accredited academic institution, with 4 (four) years of relevant professional experience.

Experience:

- Work experience in social work, assistance of vulnerable populations, or case management scenarios.
- Experience in working with foreign nationals, irregular migrants, trafficked persons, children, and/or other vulnerable populations.
- Experience in counselling, networking, and ensuring access to services.



- Excellent understanding and application of ethical practices within the disciplines and a good understanding of rights-based approaches.
- Proficient in computer applications.
- Good written and spoken communications skills.
- Good interpersonal skills, high loyalty, ability to work in a multi - cultural environment and good working in team.
- Driving license is essential for this position.

Skills:

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization

Language(s):

- English and one of the three official languages of Bosnia and Herzegovina (Bosnian, Croatian and Serbian languages); and
- Urdu, Pashto, Bengali, Kurdish, Farsi, French, Dari, Punjabi, Arabic and other languages spoken by migrants.

Required Competencies

The incumbent is expected to demonstrate the following values and 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

- 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

How to apply

Interested candidates are invited to submit their application (**IOM PHF- Personal History Form and motivation letter**) electronically by email to: bihvacancies@iom.int. **Please be advised that only attached PHF will be taken into consideration and processed.**

Internal candidates are to apply by sending Internal Application Form in attachment.



IOM CV Form - Personal History Form

Subject: SVN 33-07/24

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Applications must be received **by 22 July 2024**.

Posting period: 16 July 2024 – 22 July 2024

As part of the mandatory medical entry on duty clearance, external candidates will be requested to provide evidence of full vaccination against COVID-19

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Vacancy is open to candidates residing in the country of the duty station or from a location in a neighboring country which is within commuting distance of the duty station. Candidates applying from another location outside commuting distance will be considered locally recruited and will not be eligible for allowances or benefits available to eligible internationally-recruited staff. In all cases, **a prerequisite of taking up position as a staff member in the GS category is right of residence and right to work in the country of the duty station at the time of application.**

The appointment is subject to funding confirmation.