

Vacancy Notice
Open to Internal and External Candidates
SVN-SL 2024 _004

Position Title : Protection Assistant
Duty Station : Freetown, Sierra Leone
Classification : General Service, Grade G4
Type of Appointment : Fixed Term of 12 months
Estimated Start Date : As soon as possible

Closing Date : 24 July 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.
Applications from qualified female candidates are particularly encouraged.
Internal and external candidates are eligible to apply to this vacancy. For all IOM vacancies, applications from eligible and qualified internal candidates are considered before those of qualified and eligible external candidates in the selection process.

Context

IOM Sierra Leone, overseen by the West and Central Africa Regional Office, operates with a focus on executing country-specific programs aligned with the strategic priorities of the region. IOM has been operating in Sierra Leone since 2001. Since signing a cooperation agreement with the Government of the Republic of Sierra Leone in April 2001, IOM has actively engaged in diverse migration management and migration governance efforts in Sierra Leone. The Organization concentrates on various programmes aimed at addressing migration needs, challenges and promoting sustainable development, with a broader objective of fostering safe, orderly, and well-managed migration in Sierra Leone.

This position will support the efforts on voluntary return and reintegration of stranded Sierra Leoneans returning to their country of origin.

Under the overall supervision of the Programme Coordinator and the direct supervision of the senior protection assistant the incumbent will perform the following functions:

Core Functions / Responsibilities

1. Support the implementation of migrant protection activities, including assistance to vulnerable migrants, counter-trafficking case management and Assisted Voluntary Return

and Reintegration (AVRR) activities through a protection centered case management approach.

2. Under supervision of the senior protection assistant support case management including counselling, referrals to protection partners, provision of information and return and reintegration support.
3. Support in pre-return counselling when necessary.
4. Assist beneficiaries returning to Sierra Leone with post arrival assistance and reintegration support by using appropriate tools and screening methodologies through the administration of vulnerability screening.
5. Support the implementation of family tracing and assessment as per IOM's rules.
6. Support in conducting monitoring and evaluation activities.
7. Develop individual action plans for vulnerable beneficiaries for individual reintegration of protection cases, including unaccompanied minors and victims of human trafficking.
8. Responsibly maintain a comprehensive and updated case file for each case undertaken; inform and keep beneficiaries updated for the progress of the status of reintegration support process.
9. Participate in handover of beneficiaries' reintegration packages and collect relevant documentations as specified.
10. Conduct field visits, as and when necessary.
11. Perform other related duties as required.

Required Qualifications and Experience

Education

Degree in psychology, Counseling, Social Work, Nursing and other related Social Sciences, with a minimum of two years' experience in the field of Migration Management including operational and field experience.

Or a diploma in the above and four years of professional experience in the related field.

Experience

Experience in SGBV and Trafficking response

Experience in case management

Social Worker background is an advantage

Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;

- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- High level of interpersonal communication; commitment, efficiency, flexibility, drive for results,
- Demonstrated ability of working effectively and harmoniously with colleagues from varied cultures and professional backgrounds to achieve desired goals.
- Clearly communicates, and listens to feedback on, changing priorities and procedures

Languages

Fluency in **English** is required.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion & respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion wherever possible.
- Integrity & 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 and 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, accreditation, any residency or visa requirements, and security clearances.

Female candidates with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications to iom-recruitment-sl@iom.int with the subject line, "VN SL 2024 _004 –Protection Assistant with the following attachment in PDF; (i) Cover Letter , (ii) Curriculum Vitae, (iii) Education and Work Experiences, (iv) Three Reference Contacts. The deadline of submission is **Wednesday, 24th July 2024.**

Only shortlisted candidates will be contacted.

Posting period

From 17 July 2024 to 24 July 2024