



IOM International Organization for Migration

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Operations Assistant**  
Duty Station : **Bern, Switzerland**

Classification : **General Service Staff (G4) - 80% working time**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **From January 1 2018**

Closing Date : **October 29 2017**

Reference Code : **VN2018/Bern2**

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.

***Please be advised that this is a local position and, as such, only qualified candidates residing in Switzerland and holding a valid residence/ working permit will be considered.***

### **Context:**

Under the overall supervision of the Chief of Mission, the Operations Assistant will assist in the following operational and liaison tasks associated with the Western Balkans and Maghreb, as well as the Monitoring Report under the auspices of the Reintegration Assistance from Switzerland (RAS) program.

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

1. In close coordination with the Programme Officer, the Operations Assistant will support the administrative, operational and logistical implementation of Assisted Voluntary Return and Reintegration (AVRR) to the regions of the Western Balkans and Maghreb, including:
  - a. The provision of return-relevant information to the cantonal return counselling offices, and other program stakeholders in the framework of the Swiss Return Information Fund –RIF- programme;

- b. The organization of the voluntary return movement of beneficiaries of the swissRepat-IOM Movements –SIM- programme;
  - c. The coordination of the reintegration projects of voluntary returnees under the Reintegration Assistance from Switzerland -RAS- program, in close collaboration with the Swiss State Secretariat for Migration (SEM) and IOM missions in the countries of return;
  - d. Support the coordination of AVRR activities that involve other key donors and partners in Switzerland.
2. Ensure the liaison between Swiss donors and IOM missions in the Maghreb region. Draft project documents and coordinate submission of reports.
  3. Under the supervision of the responsible Programme Officer, assist in the drafting of the monitoring report of the RAS programme, including the collection of monitoring questionnaires and their statistical analysis.
  4. Under the supervision of the Chief of Mission and the responsible Programme Officer, coordinate the communication on AVRR activities in Switzerland.
  5. Perform such other duties as may be assigned.

## ***Required Competencies***

### **Behavioural**

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

### **Technical**

- Effectively applies knowledge of migration issues within organizational context;
- Correctly frames migration issues within their regional, global, and political context.

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

### **Education**

- University degree (Bachelors) in International Administration/ Relations, or a related field from an accredited academic institution with two years of relevant professional experience; or
- Secondary School Certificate in the above fields with four years of relevant professional experience.

### **Experience**

- Experience in the migration field as well as project development, project implementation and project co-management;
- Experience and proven competencies in liaising with governmental authorities on national and international level;
- Work experience in an EU country an asset.

Fluency in English, French and German is required. Working knowledge of other languages such as Spanish, Italian or Arabic an advantage.

### **NOTE:**

1. Applications from candidates who hold higher qualifications from an accredited Institution of higher education may be considered.

### ***How to apply:***

Interested candidates are invited to submit their applications via email to the following address by October 29 2017, referring to this advertisement: ApplicationsIOMBern@iom.int

In order for an application to be considered valid, IOM Bern only accepts electronic applications in English composed of a CV and a cover letter of not more than one page specifying the motivation for the application.

Only shortlisted candidates will be contacted.

***Posting period:*** From 13.10.2017 – 29.10.2017