



## POST DESCRIPTION

<b>I. POSITION INFORMATION</b>	
Position title	<b>Reintegration Assistant</b>
Position grade	<b>G-5</b>
Duty station	Freetown
Position number	NA
Job family	Programme
Organizational unit	NA
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Reports directly to	Reintegration Officer
Number of Direct Reports	Not applicable
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. IOM is part of the United Nations system, as a related organization. IOM supports migrants across the world, developing effective responses to the shifting dynamics of migration and, as such, is a key source of advice on migration policy and practice. The organization works in emergency situations, developing the resilience of all people on the move, and particularly those in situations of vulnerability, as well as building capacity within governments to manage all forms and impacts of mobility.</p> <p>IOM has been operating in Sierra Leone since 2001. During its inaugural years, IOM Sierra Leone has supported the government through the implementation of life-impacting projects including the demobilization and rehabilitation of ex-combatants as well as the registration and resettlement of refugees to third countries. IOM's activities have since expanded reflecting emerging and changing needs related to mobility and migration management in the areas such as development of human capital and strengthening of institutional capacity; health and border management; emergency response including the Ebola outbreak and flood/mudslide disasters; diaspora engagement; counter trafficking; disaster risk reduction (DRR); Assisted Voluntary Return and Reintegration (AVRR).</p> <p>With support from the European Union/Under European Union Funding, IOM Sierra Leone aims to assist vulnerable returned migrants with sustainable reintegration with emphasis on protection and MHPSS support through strengthened partnerships with the Government of Sierra Leone, civil society organisations and private sector.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<p>Under the overall supervision of the Head of Office in Sierra Leone and the direct supervision of the Reintegration Officer, the successful candidate will be accountable and responsible for assisting the project related activities. In particular, he/she will:</p>	

1. Assist in the implementation and monitoring of project activities including direct assistance to Victims of Trafficking and returned migrants in vulnerable situations who require protection and other tailored assistance, and implementation of workshops and trainings related to irregular migration, return and reintegration, counter-trafficking and other relevant topics.
2. Retrieve, compile, summarize, analyse, and present information/data related to case management for returned migrants.
3. Act as focal point in support of the Senior Project Assistant and National Project Officer for administrative coordination of project implementation, involving liaison with other organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
4. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
5. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
6. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
7. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
8. Assist in monitoring work of implementing partners/service providers and report non-compliances to the supervisor.
9. Provides guidance/training to new/junior staff.
10. Perform other related duties as assigned.

**IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

**EDUCATION**

- School diploma with five years of relevant experience; or,
- Bachelor’s degree in Social Sciences, Social Work, Psychology, Human Rights, or related fields from an accredited academic institution with three years of relevant professional experience.

**EXPERIENCE**

- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups, and/or humanitarian activities targeting individuals in vulnerable situations.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is a distinct advantage.

**SKILLS**

- Strong knowledge of computer applications, especially MS Word, Excel, Outlook.

- Strong drafting skills and clear oral communication.
- Knowledge of Sierra Leone and regional issues in the thematic area of migration and/or counter-trafficking is a distinct advantage.

## V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English (oral and written) and Krio is required.	NA

## VI. COMPETENCIES<sup>1</sup>

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

**Values** - all IOM staff members must abide by and demonstrate these three 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.

## HOW TO APPLY:

Interested candidates are invited to submit their applications to [iom-recruitment-sl@iom.int](mailto:iom-recruitment-sl@iom.int) with the subject line, "**Application: MPRR Reintegration Assistant (G5) - CT**", with the following attachment **in PDF**; (i) cover letter, (ii) curriculum vitae, (iii) education and work experiences, (iv) three reference contacts, and (v) copy of passport sized picture.

Deadline of the submission is **14 May 2023**.

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

IOM only accepts duly completed applications submitted to the email address. Only shortlisted candidates will be contacted by IOM.

**No Fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

**Posting Period:**

From 1 May 2023 to 14 May 2023

**OTHER INFORMATION:**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. 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.

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.