



Vacancy Notice 2024/010

Open to Internal and External Candidates

Functional Position Title : **Regional Immigration & Border Governance Associate**
Duty Station : **Vienna, Austria (Regional Office)**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Fixed term, one year**
Estimated Start Date : **As soon as possible**
Closing Date : **06 August 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:

The IOM Regional Office (RO), established in Vienna in 2011, supports the quality improvement and diversification of programmatic activities of IOM at the country level, promotes regional initiatives, and facilitates better support to interstate dialogue and cooperation. RO Vienna is responsible for project review and endorsement, policy development, and for formulating regional migration strategies. This is done in partnership with governments, development partners and civil society organizations within the region. The Regional Office employs technical experts in project cycle management (project development, monitoring and evaluation, and reporting) and thematic fields of migration management, including Migrant Protection and Assistance, Labour Migration and Human Development, Immigration and Border Management, Operations and Emergencies, Environment and Climate Change as well as Migration Health. The Regional Office also provides support on cross-cutting issues including gender and human rights, and provides support in the field of resources management, media and communications, and Information Technology.

Under the direct supervision of the Senior Immigration and Border Governance (IBG) Specialist in Vienna, the incumbent will be responsible for providing assistance to the Unit, including but not limited to: supporting monitoring of IBG activities in the region, project proposal and donor report review; administrative support to the Unit and with organizing workshops, conferences, training sessions as well as tracking of the work of the Unit; drafting of analytical reports, tools, lesson learned / good practices; and assistance with providing general support to the Country Offices under RO Vienna's coverage.

Responsibilities and Accountabilities:

1. Assist in the initial review of documents falling under the substantive areas covered by the Unit including project proposals and donor reports and maintain the relevant RO lists in this regard;
2. Assists in research and analysis as requested in the substantive areas covered by the Unit and draft high-quality documents and presentations in this regard;
3. Assist in preparing and organizing capacity building initiatives and meetings of the IBG Unit;
4. Support the dissemination of global policies and guidelines, including on gender mainstreaming, developed by IOM in the areas covered by the Unit as well as information on global developments regarding IBG;
5. Support knowledge and information management of the Unit, keeping track meticulously of project information under the purview of the Unit;
6. Provide administrative support to Senior IBG Specialist;
7. Prepare drafts of visually appealing documents such as presentations, briefings on IBG programmes;
8. Perform any other duties that may be assigned.

Required Qualifications and Experience

Education:

- Secondary/High School Diploma with at least five years of relevant professional experience, or;
- University degree in Social Sciences, preferably Law, Sociology, Social Anthropology, Political Science, Economics or a related field from an accredited academic institution with three years of relevant professional experience.

Experience:

- Experience in the field of migration issues.
- Knowledge of regional issues in the thematic area is a distinct advantage.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience in review processes of project documents with focus on Immigration & Border Governance.

Skills:

- Demonstrated IT proficiency with Microsoft Office applications, including SharePoint, Word, Excel, and PowerPoint as well as Power BI.
- Knowledge of Europe and Central Asia, its migration and political situation, including EU accession processes.

Languages:

IOM's official languages are English, French, and Spanish. For this position, fluency in English is required (oral and written). Working knowledge of German or any language of the region is an advantage.

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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 actions 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.

https://www.iom.int/sites/default/files/aboutiom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

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.

A prerequisite for taking up the position is legal residency and work permit in Austria, as applicable.

How to apply:

Interested candidates are invited to submit their applications – Questionnaire on Mandatory Requirements (page 5-6 of VN 2024/010), Curriculum Vitae and Cover Letter to roviennaapplications@iom.int by 06 August 2024 midnight at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period: From 23/07/2024 to 06/08/2024

Questionnaire on Mandatory Requirements for Local Recruitment in Vienna, Austria

VN 2024/010 Regional Immigration & Border Governance Associate

Education

Do you have:

Secondary/High School Diploma with at least five years of relevant professional experience,

OR

University degree in Social Sciences, preferably Law, Sociology, Social Anthropology, Political Science, Economics or a related field from an accredited academic institution with three years of relevant professional experience.

yes no

Experience

Do you have:

Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

yes no

Experience in review processes of project documents with focus on Immigration & Border Governance.

yes no

Experience in the field of migration issues.

yes no

Other

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

yes no

Please indicate the countries from which you hold passports:

Are currently or were previously any of your relatives employed by IOM?

yes no

Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)? If the answer "yes", attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

yes no

Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer is "yes", please provide the details in an attached statement and provide information about any sanction or measure taken.

yes no

State any disabilities which might limit the performance of your work.
(Appointment is subject to compliance with medical requirements.)

When would you be available for employment upon being offered a position?

Immediately 15 days 1 month 2months

Date:

Name:

Signature: