

VN IE-022-2024

Open to Internal and External Candidates

Position Title: MHPSS Senior Project Assistant

Duty Station: Dublin, Ireland

Classification: General Service G6

Type of Appointment: One Year Fixed-Term, with possibility of extension

Estimated Start Date: As Soon As Possible

Closing date: 11.04.24

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.

Context:

Under the overall supervision of the Project Manager and working in direct collaboration with the Site Coordinator, the incumbent will be responsible for the coordination of project activities carried by the social information assistants in the transit accommodation centres for international protection applicant in Ireland, as well as for the on-site coordination with stakeholders.

Responsibilities and Accountabilities:

1. Support the Project Manager in overseeing daily operations and services provided to the residents by the social information assistants to ensure that these are carried out in line with relevant standards.
2. Coordinate the weekly meeting with the social information team and assure their technical supervision.
3. Coordinate the social information assistants team to ensure timely and effective execution of their activities, equitable and appropriate allocation of tasks and responsibilities within the team, technical support and supervision of community focal points and volunteers, as well as transparent and accountable use of allocated resources.
4. In collaboration with the site coordinator, coordinate the MHPSS needs assessments, surveys and research carried by the social information assistants team to enhance access to community-based psychosocial and protection services.

5. Coordinate and ensure that the vulnerability assessment carried by the social information assistants team is in line with both IOM and IPAS standards.
6. Identify training needs and resources of the teams and volunteers, and report them to the manager.
7. Report weekly on trends and challenges and present solutions that were implemented.
8. Escalate any sensitive issues following the appropriate referral pathways and present a weekly analysis of complaints and feedback received from residents.
9. Ensure that the social information team are provided with necessary tools to carry their work, including all information materials from different agencies.
10. Network with different agencies to coordinate the delivery of information event for the residents.
11. Ensure that residents are directed to services they might need.
12. Maintain established coordination and partnership with civil society organizations, including local NGOs, faith-based organizations, etc. as they relate to the work of the team.
13. Keep abreast of policies, standards and best practices relating to the rights of international protection applicants in Ireland.
14. Ensure at all times that the transit accommodation centres are safe protection-sensitive environments and that appropriate referral pathways are respected in case of any harm caused to residents.
15. Assist the project manager with the monitoring, evaluation and reporting tasks.
16. Perform such other duties, as may be assigned.

Required Qualifications and Experience:

Education:

- School diploma with six years of relevant experience; or
- Bachelor's degree in University degree in Social Sciences, Human Rights, or related fields from an accredited academic institution with four years of relevant professional experience.

Experience:

- Experience in support of programmes for migrants;
- Experience in management and/or direct assistance to migrants and/or refugees preferred;
- Knowledge and experience of networking with State agencies and non-governmental Organisations in Ireland preferred;
- Sound and proven understanding of international standards, best practices, issues related to displacement and integration;
- Previous work experience or training on mental health and psychosocial support to migrants is an asset;
- Experience in working in a multi-cultural environment an advantage;
- Previous experience with international organizations, NGOs, EU Agencies and/or Irish law enforcements or Government's Departments would be an asset;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Computer literacy in standard software applications (MS Office, etc);
- Valid driver's license with at least five years driving experience an advantage.

Skills:

- Interpersonal skills (i.e. empathy and emotional resilience);
- Intercultural competence and communication skills;
- Culture-specific knowledge;

Languages:

IOM's official languages are English, French, and Spanish. Any other IOM official language is an advantage.

Fluent in English (oral and written) is required.

Required Competencies:

The incumbent is expected to demonstrate the following values and 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 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 2

- 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.

IOM's competency framework can be found at this [link](#).

Competencies will be assessed during a competency-based interview.

Managerial Competencies – behavioural indicators Level 2

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

Other:

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

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, and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. **Only persons holding a valid residence and work permit for Ireland will be eligible for consideration.**

How to apply:

Please apply to the job post [here](#), sharing your updated CV and Cover letter, in PDF format with your first name and last name mentioned in the name of both files.

Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period:

From 28.03.2024 to 11.04.2024.