



TERMS OF REFERENCE

Position Title	: Project Assistant (Case Management)
Duty Station	: Brasilia, Brazil
Classification	: Special Short-Term Ungraded
Type of Appointment	: SST UG 3 months, with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: 20 March 2023

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 nongovernmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all.

Context:

Assisted voluntary return and reintegration (AVRR) programmes provide administrative, logistical and financial support to migrants who decide to return home but lack the means to do so. As a receiving mission, IOM Brazil provides assistance to returnees, such as counselling, referral to local services, delivering in-kind reintegration, monitoring the assistance delivered, among others.

Alternatively, other available funds to assist the return of migrants in vulnerable situation that are frequently accessed by IOM Brazil are the Humanitarian Assistance for Stranded Migrants (HASM) or the Global Assistance Fund (IOM).

Under supervision of the Project Coordinator, this position is intended to perform activities related to Assisted Voluntary Return and Reintegration (AVRR), Humanitarian Assistance for Stranded Migrants (HASM), Global Assistance Fund (IOM) and other activities related to the delivery of assistance and protection to vulnerable migrants, including victims of trafficking.

Core functions / Responsibilities

1. Liaise with different IOM offices operating AVR/R programs;
2. Provide assistance to returnees on reintegration activities on a case by case basis, upon request of sending missions;
3. Provide inputs for needs assessments and programming prior to returns;
4. Dialogue with counterparts for implementation of activities towards sustainable reintegration;

5. Establish contact and provide orientation and support to Brazilian returnees;
6. Keep constant follow-up with returnees on their needs and projects;
7. Elaborate reports on monitoring and implementation of cases of return;
8. Receive, refer and follow-up the requests made by migrants or governmental and non-governmental counterparts for voluntary return of migrants in Brazil;
9. Liaise with all relevant IOM staff for the logistical and administrative procedures prior to return;
10. Communicate and articulate with counterparts involved in pre-return assistance;
11. Assist IOM offices for transit, reception and post-arrival assistance, when applicable.
12. Upon their request, provide information and orientation to migrants and counterparts about returning procedures;
13. Work in coordination with IOM Brazil staff, providing logistical and financial support associated with assistance delivered, including elaborating payments requests.
14. Translate documents (Portuguese/English/Spanish) when needed for reintegration and other activities;
15. Provide support to other IOM activities related to protection and assistance of vulnerable migrants;
16. Perform other tasks as assigned.

Required Qualifications and Experience

Education

University Degree in the areas of International Relations, Social Sciences, Social Assistance, Psychology or Public Administration by an accredited university.

Experience

- Previous experience with assistance to vulnerable migrants, including returnees.
- Work experience with diversity.
- Knowledge and experience with the UN system or other international organizations or civil society.
- Working knowledge of computer tools, excellent handling of Windows system and MS Office.

Languages

- Required:
Advanced knowledge of Portuguese.
Advanced knowledge of English.
Intermediate knowledge of Spanish.
- Advantageous:
Advanced/Intermediate knowledge of French.

Competencies

The selected candidate is expected to demonstrate the following competencies:

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

- 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.

Notes

Appointment will be subject to budget confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Applications

Interested candidates should send Curriculum Vitae in pdf format to iombrazil@iom.int, until 20 March 2023, stating in the subject field: Project Assistant – AVRR – BSB.

Only pre-selected candidates for interviews will be contacted.