



SHORT VACANCY NOTICE

Open to Internal and External Candidates

Position	: Reintegration Assistant
Duty Station	: Basse, The Gambia
IOM Classification	: G4 – GMD 28,234.66 per month
Type of Appointment	: Special Short-Term (SST) Graded Contract (6 Months) – Temporary Position
SVN No.	: SVN 008/2023
Estimated Start Date	: As soon as possible
Closing Date	: 03 rd December 2023

IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental 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.

The Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA), funded by the Neighbourhood, Development, and International Cooperation Instrument (NDICI) aims to contribute to the protection of vulnerable and stranded migrants and to the sustainable reintegration of returnees within Sub-Saharan Africa. Launched in August 2022, the MPRR-SSA programme led by IOM has developed targeted activities in 16 countries (Burkina Faso, Cameroon, Chad, Côte d'Ivoire, Ethiopia, The Gambia, Ghana, Guinea, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Somalia and Sudan) to protect the rights and dignity of migrants along the Atlantic/Western and Central Mediterranean routes.

Under the direct supervision of the Head of Sub-Office and the overall supervision of the Programme Manager, AVRR, the successful candidate will contribute to the implementation of the “The Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA)” with a special focus on providing reintegration assistance to migrants returning to The Gambia.

Core Functions / Responsibilities:

- I. Provide orientation to the returnees to facilitate smooth socio-economic reintegration and refer when



needed for medical and social support.

2. Monitor conditions of the reintegration and business plans as pertaining to the AVRR program and raise any issues.
3. Maintain and update all project records and beneficiaries' files ensuring that information on returnees is codified to ensure confidentiality of data when needed and including continuous follow up and track any changes of the returnees' status to reflect any updates on the beneficiaries' information.
4. Support data management efforts, record keeping and maintenance of all reintegration efforts, including data entry activities as required by the project in MiMOSA and/or other relevant database.
5. Conduct field visits to the beneficiaries' sites for purpose of monitoring reintegration status and developments.
6. Assist to identify returnees to be referred to partner for enhanced reintegration assistance- psychosocial & medical support, vocational training and Business development service, experience sharing etc.
7. Contribute to monitoring and tracking of reintegration expenditures and preparation of monthly financial and monitoring reports for the beneficiaries assisted
8. Follow up with vendors and partners providing services to the returnees
9. Contribute to reception assistance, information and orientation sessions
10. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree from an accredited institution in International Relations, Social Science, Law, Humanitarian Affairs or related field with two (2) years professional experience;
- High school degree with four (4) years of relevant professional experience.

NB: Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Experience

- Experience in the field of migration issues including operational and field experience;
- Relevant experience working with migrants in migration assistance and counselling;
- Proven ability to establish and maintain strong working relations with relevant Government counterparts and civil society organizations/NGOs.

Skills

- Demonstrated knowledge of information technology and proficiency in Microsoft Office applications, especially Excel, Word, PowerPoint, and SharePoint;
- Excellent verbal and written communication skills;
- Knowledge of reporting, monitoring.



Language

Fluency in English and one of the local languages is required; Fluency in French language is an advantage.

Required Competencies

Behavioural

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 I

- 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.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

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

Women with the above qualifications are encouraged to apply.

How to apply:



Interested candidates are invited to submit their applications via email to IOMBANJULREC@iom.int indicating position applied for on subject line by Sunday 03rd December 2023.

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to Human Resources, International Organization for Migration (IOM) and with a subject line SVN 008/2023 -Reintegration Assistant – (G4) – Basse.

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that only shortlisted candidates will be contacted.

Posting period:

From: 20.11.2023 – 03.12.2023