



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE (VN/2020/01)

Open to Internal and External Candidates

This is a vacancy notice for the position below.
The International Organization for Migration is seeking 1 qualified candidate to join the IOM team.

TERMS OF REFERENCE

Position Title:	Legal advisor
Duty Station:	Saint-Brieuc, Brittany, France
Classification:	Employee
Type of appointment:	Fixed term, 12 months with possibility of extension
Estimated Starting Date:	1 April 2020
Closing date:	28 February 2020

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 Call for Applications.

The International Organization for Migration (IOM) is working to support vulnerable UK citizens and their families to regularize their administrative situations in France.

Under the supervision of the Senior project coordinators and overall guidance of the Head of Office (HoO), the successful candidate will be responsible for assistance in the implementation of all project/s activities.

Core Functions / Responsibilities:

Outreach

1. Coordinate and develop outreach activities in Brittany and in Normandy including preparation of information sessions and provision of immigration advice to UK citizens;
2. Develop and organize outreach activities, including community events and workshops;
3. Develop information materials and other supporting documents for target groups;
4. Maintain liaison with British communities, relevant governmental entities as well as local NGOs;

Casework

5. Make a thorough review of the Agreement on the withdrawal of the United Kingdom from the European Union;
6. Keep track of all circular issued by the French authorities on the application of the above-mentioned agreement and their implications at local level;
7. Provide comprehensive individual legal counselling to vulnerable UK nationals identified, during one-on-one meetings, via email or by telephone;
8. Prepare records on individual cases, performs case management and maintain beneficiaries' folders;
9. Communicate with external partners and relevant actors on related legal and social issues;

Reporting, Monitoring and Evaluation

10. Gather and archive data, information and supporting documentation necessary for the project implementation;
11. Assist in evaluation and reviewing of the project progress, including financial monitoring of the relevant budget expenditures in order to ensure effective planning of project activities;
12. Actively participate in the meetings of the project team, as well as attend official meetings and appointments if needed;
13. Perform general office maintenance tasks including; logistics, and procurement of technical equipment and office supplies.
14. Prepare narrative and statistical as required;
15. Participate on other project-related activities, as needed;

16. Perform other duties assigned by the HoO.

Required qualifications, experience and skills:

- Good communication, analytical and organization skills;
- Personal commitment, efficiency and ability to take initiative;
- Able to work harmoniously in a diverse, multicultural environment.
- Experience in working with representatives of governmental institutions, civil society and the private sector;
- Experience in developing and implementing project activities related to migration issues- an advantage;
- Knowledge of migration and integration issues;
- Strong planning skills and strong in keeping deadlines;
- Flexible, reliable team player with proven networking, negotiation, and partnership building skills;
- Excellent knowledge of Microsoft Office applications such as Word, Excel

Driving license required

Education:

Master's degree in Law from an accredited academic institution with two years of relevant professional experience;

Or

University degree in Law with four years of relevant professional experience.

Languages

Fluency in French and English required

Required 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

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Planning and Organizing - plans work, anticipates risks, and sets goals within their area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

Other

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

How to apply:

Interested candidates are invited to submit their applications – Personal History Form and Cover Letter to iomparis@iom.int by 28 February 2020 midnight at the latest, referring to this advertisement. **The subject line must contain the reference “VN/2020/01 Legal advisor”.**

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

Only shortlisted candidates will be contacted.

Posting period: From 17.02.2020 until 28.02.2020



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE (VN/2020/02)

Open to Internal and External Candidates

This is a vacancy notice for the position below.
The International Organization for Migration is seeking 1 qualified candidate to join the IOM team.

TERMS OF REFERENCE

Position Title:	Caseworker
Duty Station:	Saint-Brieuc, Brittany, France
Classification:	Employee
Type of appointment:	Fixed term, 12 months with possibility of extension
Estimated Starting Date:	1 April 2020
Closing date:	28 February 2020

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IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy notice.

The International Organization for Migration (IOM) is working to support vulnerable UK citizens and their families to regularize their administrative situations in France.

Under the supervision of the Senior project coordinators and overall guidance of the Head of Office (HoO), the successful candidate will be responsible for assistance in the implementation of all project/s activities.

Core Functions / Responsibilities:

Outreach

1. Coordinate and develop outreach activities in Brittany and in Normandy including preparation of information sessions and provision of immigration advice to UK citizens;
2. Develop and organize outreach activities, including community events and workshops;
3. Develop information materials and other supporting documents for target groups;
4. Maintain liaison with British communities, local stakeholders and NGOs;

Casework

5. Map key vulnerable groups in local areas or regions, in conjunction with partners, where appropriate;
6. Provide comprehensive individual counselling to vulnerable UK nationals identified, during one-on-one meetings, via email or by telephone;
7. Prepare records on individual cases, performs case management and maintain beneficiaries' folders;
8. Provide individual assistance to most vulnerable beneficiaries for online applications and during appointments with local stakeholders (including, when necessary French-English, English-French interpretation).
9. Communicate with external partners and relevant actors on related social issues;

Reporting, Monitoring and Evaluation

10. Gather and archive data, information and supporting documentation necessary for the project implementation;
11. Assist in evaluation and reviewing of the project progress, including financial monitoring of the relevant budget expenditures in order to ensure effective planning of project activities;
12. Actively participate in the meetings of the project team, as well as attend official meetings and appointments if needed;
13. Perform general office maintenance tasks including; logistics, and procurement of technical equipment and office supplies.
14. Prepare narrative and statistical as required;
15. Participate on other project-related activities, as needed;

16. Perform other duties assigned by the HoO.

Required qualifications, experience and skills:

- Good communication, analytical and organization skills;
- Personal commitment, efficiency and ability to take initiative;
- Able to work harmoniously in a diverse, multicultural environment.
- Experience in working with representatives of governmental institutions and civil society;
- Experience in developing and implementing project activities related to migration issues- an advantage;
- Knowledge of migration and integration issues;
- Strong planning skills and strong in keeping deadlines;
- Flexible, reliable team player with proven networking, negotiation, and partnership building skills;
- Excellent knowledge of Microsoft Office applications such as Word, Excel

Driving license required

Education:

University degree in social work from an accredited academic institution with at least two years of relevant professional experience;

Languages

Fluency in French and English required

Required 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

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Planning and Organizing - plans work, anticipates risks, and sets goals within their area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

Other

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

How to apply:

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

Only shortlisted candidates will be contacted.

Posting period: From 17.02.2020 until 28.02.2020