



International Organization for Migration (IOM)  
The UN Migration Agency

## **Vacancy Notice**

### **SVN2023-056**

### **Open to internal and external candidates**

Position Title : **Operation Assistant**  
Duty Station : **Port-au-Prince (5 Positions)**  
Classification : **Employee, Grade Equiv. G4**  
Type of Appointment : **Special Short-Term Contract, 6 months with possibility of extension**  
Estimated Start Date : **ASAP**  
Closing Date : **August 28<sup>th</sup>, 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 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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

*The migration of Haitians is one of the most complex in the Central American and Caribbean region. In recent years, and especially since 2019, political unrest, social tensions, widespread insecurity, and other factors such as the COVID-19 pandemic and the earthquake that struck Haiti on August 14, 2021, have impacted Haitians' ability to meet their needs and access essential services, resulting in irregular migration flows. As a result, thousands of Haitians are leaving in search of well-being, and most of them are taking huge risks to migrate irregularly to other countries. Specifically, the city of "Del Rio" in Texas saw thousands of migrants arrive in mid-September 2021, many of them Haitians, resulting in numerous repatriations from the United States to Haiti starting on September 19.*

*In addition, Haiti has been suffering from a growing socio-political crisis. According to IOM data, the wave of violence in Port-au-Prince has caused the displacement of more than 150,000 people, of which about 40,000 people are living in 60 displacement sites. The Operation Assistant will perform the following tasks:*

### ***Core Functions / Responsibilities:***

1. Assist in the distribution of food and water, non-food items (hygiene kits) and multipurpose cash assistance at repatriation point.
2. Ensure that information on the number of people being assisted is collected on a tablet or other device and organized in the database.
3. Assist in the provision of phones for migrants to contact their relatives.
4. Distribute communication materials (flyers, bracelets) and sensitize migrant returnees on the IOM 8840 hotline, the risks of irregular migration, and the fight against trafficking.
5. Provide psychological first aid and/or psychosocial support to migrants.
6. Assist in the identification of migrants in vulnerable situations and refer them to the Protection Focal point for follow-up (especially unaccompanied and separated children).
7. Support the inclusion of persons with specific vulnerabilities, notably persons with reduced mobility and/or disability, in the assistance process and protection activities – and follow-up on their specific needs for protection and psychosocial support.
8. Support follow-up and monitoring surveys with beneficiaries their level of satisfaction regarding the services provided to them.
9. Assist in the implementation of NFI distributions for IDPs in collaboration with other units (shelter-NFI and WASH).
10. Assist in the implementation of rental subsidies assistance for displaced and vulnerable people.
11. Assisting other units in data collection for project monitoring, studies or other data collection as needed
12. Perform any other tasks that may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Bachelor's degree, or equivalent, or higher Diploma in law, political sciences, international relations, social sciences, human rights, or related discipline with 2 years relevant work experience, or.
- High-school diploma / Certificate with 4 years of relevant work experience.

## **Experience**

- Good knowledge of Microsoft tools (Excel, PPT, Word) and good administrative skills.
- Excellent inter-personal communication.
- Proactive person.
- Ability to work diplomatically, with empathy and tact. Sensibility to and ability to work with people from different backgrounds are essential skills.
- Ability to maintain accuracy & confidentiality in performing responsibilities.
- Experience in the UN system an advantage.
- Strong interpersonal & intercultural skills.

## **Languages**

Fluency in French and Creole Haitian, working knowledge of English are required.

## ***Required 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: maintain 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.

***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.

Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

***How to apply:***

Interested candidates are invited to submit their applications via e-mail to [smhtirecruitment@iom.int](mailto:smhtirecruitment@iom.int) referring to this advertisement in the subject: "SVN2023\_056\_ Applicant name". Application must contain a CV and a cover letter in a unique file.

Only shortlisted candidates will be contacted.

***Posting period:***

From 22.08.2023 to 28.08.2023