



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Administration Assistant (Case Management)
Position grade	G-4
Duty station	Paramaribo, Suriname
Position number	For create
Job family	
Organizational unit	For be assigned
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	<i>Country Office</i>
Position rated on	28 Feb 2023
Reports directly to	20084551
Number of Direct Reports	Not applicable
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p><i>Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide.</i></p> <p><i>Early 2023, the governments of the United States of America (USG) and of Suriname (GoS) reached an agreement on the movement of Afghan evacuees currently hosted in transit in Camp Bondsteel, Kosovo (hereafter "migrants") to Suriname. The agreement outlined that people determined ineligible to travel onward to the US may voluntarily apply to relocate and live in Suriname. IOM has been requested to support by providing protection and assistance to these migrants throughout this process, particularly in the provision of access to regular pathways for admission into Suriname, pre-departure orientation, movement assistance, temporary accommodation, access to basic services and through initial integration in Suriname society.</i></p> <p><i>Context:</i></p> <p><i>Under the general supervision of the IOM Head of Office / Team Leader in Suriname and the direct supervision of the IOM Program Manager for the VHALI program in Suriname and the Senior Project Assistant/ Case Manager, the Migration Partnership Management Officer is responsible for undertaking movement operations activities in the field, with the following duties and responsibilities: Under the overall supervision of the Regional Coordinator and Chief of Mission (CoM) in Barbados the general supervision of the IOM Head of Office and Team Leader in Suriname and direct supervision of the of the IOM Program Manager for the VHALI program in Suriname; and, in collaboration with relevant units at Headquarters and</i></p>	

the Administrative Centres, the successful candidate will be responsible and accountable for undertaking movement operations activities in the field.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Maintain current knowledge of, and provide employment, and support services to qualifying refugee clients in accordance with contract, organization and accreditation standards.
2. Secure housing in accordance with contact, organization, and accreditation standards.
3. Assess clients' employability and assist in teaching client's basic employment skills assigning them to the IOM integration services program.
4. Maintain ongoing contact and communication with employers; document activity related to suitability of clients, attendance, performance, and evaluation; assist in providing job coaching services as needed; develop and implement ongoing recruitment strategies for new clients.
5. Review and maintain a database of available employers and positions to be matched with refugees.
6. Maintain relevant statistics related to client activities and program services.
7. Collaborate with representatives and attend meetings of local organizations, committees, and other providers related to employment, training, and housing.
8. Maintain existing landlord database and be able to identify rental properties, potential landlords and emergency housing when needed.
9. Establish connection of client with service providers in accordance with case-management plan, including, but not limited to mental health and psychosocial support services, health and health insurance providers.
10. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in Social Studies, Psychology or related fields with two years of relevant professional experience.

EXPERIENCE

- Prior experience working in social/ welfare work is an advantage.
- Experience communicating with public sector service providers is an advantage.
- Experience communicating with legal representatives is an advantage
- Ability to use own initiative and work under pressure with minimum supervision
- Excellent computer skills, including in Word, Excel and Internet; IT skills are a distinct advantage
- Knowledge of Microsoft SQL Server 2012 and SQL Reports Server and experience in using SSMS and BIDS
- Excellent data analysis, visualization and presentation skills
- Strong interpersonal and communication skills
- Self-motivated and objective driven
- Experience working in a multi-cultural setting.

SKILLS

- Ability to use own initiative and work under pressure with minimum supervision.
- Excellent computer skills, including in Microsoft Office tools (i.e. Word and Excel) and Internet; IT skills are a distinct advantage.
- Strong interpersonal and communication skills.
 - Self-motivated and objective driven.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
<i>Fluency in English and Dutch (oral and written).</i>	<i>Working knowledge of Sranan Tongo/ Dari/ Pashtun an advantage</i>

VI. COMPETENCIES¹

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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Core Competencies – behavioural indicators *level 1*

- **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.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

How to apply?

Please adhere to the guidelines below:

1. Resume and Cover letter/ Motivational Letter should be submitted via email no later than 05 April 2023, to JWEGDAM@iom.int and jarion@iom.int in CC, clearly indicate the name of the position in the subject line.
2. Take time to read about IOM, our values, our work, and our culture before sending your application.
3. Applications after the deadline will not be considered.
4. Hand-delivered applications will not be given special consideration over the ones sent electronically.
5. Only short-listed candidates will be contacted due to the large volume of applications that are usually received.