



**OPEN TO INTERNAL AND EXTERNAL CANDIDATES  
(re-advertisement)**

Position Title : **Operations Assistant**  
Duty Station : **Bern, Switzerland**  
Classification : **General Service Staff, Grade G5 – 80-100% working time**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **July 1, 2024**  
  
Closing Date : **April 7, 2024**

*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 vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates. Only candidates possessing the right of residence and right to work can be considered for this position. Candidates for this vacancy will be considered to be locally recruited and will be eligible for allowances and benefits available to locally recruited staff members.

**Context:**

Under the overall supervision of the Chief of Mission and the Senior Programme Coordinator, the Operations Assistant will be responsible for effectively and efficiently supporting the implementation of programmes in the framework of Assisted Voluntary Return and Reintegration (AVRR), concretely by completing the following operational tasks:

**Core Functions / Responsibilities:**

1. In close coordination with the Program Manager for Assisted Voluntary Return and Reintegration, the Operations Assistant will support the administrative, operational and logistical implementation of AVRR to the region of Central, Eastern and Southern Asia & Pacific, including:
  - a. The provision of return-relevant information to Swiss return counselling offices, and other program stakeholders in the framework of the Swiss Return Information Fund – RIF- programme;

- b. The organization of the voluntary return movement of beneficiaries of the swissREPAT-IOM Movements (SIM) programme;
  - c. The coordination of the reintegration projects of voluntary returnees under the Reintegration Assistance from Switzerland (RAS) program, in close collaboration with the Swiss State Secretariat for Migration (SEM) and IOM missions in the countries of return;
  - d. Support the coordination of AVRR activities that involve other key donors and partners in Switzerland.
  - e. Ensure the liaison between Swiss donors and IOM missions in the designated regions of responsibility.
2. In close coordination with the Program Manager for AVR Movements, the Operations Assistant will support the implementation of this program, including:
- a. Acting as focal point for the office as regards the organization of return travels of persons with medical concerns
  - b. Support the AVRR team with individual cases, depending on the needs
  - c. Coordination and follow up with the respective doctor of the Medical Health Department (MHD) responsible for the assessment of travel fitness and travel requirements of persons with medical need returning from Switzerland
  - d. Assist in the compilation of an updated version of the IOM Switzerland medical handbook.
3. Act as focal point for Immigration and Border Governance (IBG) within IOM Switzerland, coordination closely with the relevant units at IOM Headquarters and the Regional Offices, reaching out to governmental counterparts in Switzerland and further stakeholders towards potential project development.
4. Take over responsibility for further thematic areas and develop in-depth understanding of the area, including knowledge of organizational positioning and relevant stakeholders.
5. Perform other duties as may be assigned, as agreed with the IOM Switzerland Chief of Mission.

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

### **Education\***

- University degree (Bachelor's or higher) in Social or Political Sciences, Migration Studies, International relations, Development Studies or similar from an accredited academic institution, with at least three years of relevant professional experience.

### **Experience and Skills**

- Work experience in the migration field generally;
- Work experience in and knowledge of the Swiss asylum and migration field;

- Knowledge of the concept of Assisted Voluntary Return and Reintegration (AVRR) and other areas dealt with by the Organization, as well as specific knowledge on AVRR within the Swiss context;
- Experience in the field of migrant health;
- Experience in coordinating with counterparts and relevant actors in the field, Government and non-Government, preferably in the field of Immigration and Border Governance.
- Experience in the field of migrant health, and Immigration Border Governance, as well as project development is an advantage.

## Languages

Fluency in German, French and English (oral and written proficiency) is required.

**NOTE\*: Applications from candidates who hold higher qualifications from an accredited Institution of higher education may be considered.**

## 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 – 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.

## 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 and verification of residency, visa and authorizations by the concerned Government, where

applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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

***How to apply:***

Interested candidates are invited to submit their applications (Questionnaire on Mandatory Requirements, cover letter and CV) to the following email address: [ApplicationsIOMBern@iom.int](mailto:ApplicationsIOMBern@iom.int) **by or before Sunday April 7 2024**, referring to the number of this advertisement in the subject line (VN\_2024\_011RE).

Only shortlisted candidates will be contacted.

***Posting period:***

From 20.03.2024 to 07.04.2024



## Questionnaire on Mandatory Requirements for Local Recruitment in Bern, Switzerland

### VN 2023-011 Operations Assistant, Coordination Office Bern

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Please tick as appropriate depending on what you have. All information will be verified.

#### Education

Bachelor or master's degree in political or social Sciences, Law, International Relations, Migration studies or a related field yes no

High School Degree yes no

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#### Language

German (fluency, oral and written)  minimum C1 or mother tongue  minimum B2

English (fluency, oral and written)  minimum C1 or mother tongue  minimum B2

French (fluency, oral and written)  minimum C1 or mother tongue  minimum B2

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#### Professional Work Experience and Skills

*Note: Internship experience outside of IOM shall not and will not be counted towards the years of experience.*

3 years of relevant proven working experience related to the functions above yes no

>4 years of relevant proven working experience related to the functions above yes no

Experience working in the field of migration yes no

Experience in Swiss asylum and migration field yes no

Demonstrated knowledge of "Assisted Voluntary Return and Reintegration (AVRR)" yes no

Excellent organizational and communication skills yes no

Excellent knowledge of Microsoft tools, including Excel yes no

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#### Other

Do you currently hold a valid residence and work permit for Switzerland? yes no  
*(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)*

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Date:

Name

Signature: