



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Project Assistant (Return Counsellor)**
Duty Station : **Basel, Switzerland**
Classification : **General Service Staff, Grade G5 at 80% (work % could change over time +/-20% depending on budget)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **10 March, 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. 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.

Context:

Under the overall supervision of the Chief of Mission (CoM) in Bern and direct supervision of the Programme Manager and Deputy Chief of Mission and in close coordination with the other return counsellors (and, in collaboration with relevant units at Headquarters and with State Secretariat for Migration and other partners in the Federal Asylum Centres), the successful candidate will be responsible for undertaking return counselling in the Federal Asylum Center in Basel.

Core Functions / Responsibilities:

1. Provide specific return counselling services and extensive information on Assisted Voluntary Return and Reintegration (AVRR) to all asylum seekers residing in this center (or centers in this region under IOM's return counselling mandate);
2. Organize and facilitate a well prepared and safe journey home in cooperation with relevant Swiss governmental authorities (State Secretariat for Migration and SwissREPAT) while giving special support to vulnerable cases;
3. Organize travel documents in coordination with SEM for migrants who do not have them;

4. Regularly liaise with IOM Bern when using its various AVRR support services such as the “Return Information Fund” (RIF) and when booking flights via SIM, as well as “Reintegration Assistance for Switzerland”;
5. Input all activities in the eRetour and IOM databases, as well as filing on individual cases. Participate in drafting and updating project reports, statistical, narrative reports, handbooks dedicated to return counselling and the internal newsletter Going Home;
6. Liaise with all relevant partners at the reception centre and ensure good information flows for all involved partners, especially with the designated focal point of the State Secretariat for Migration (SEM) on Return and Dublin;
7. Liaise with consulates, consular sections and country missions for the issuance of travel documents, where applicable;
8. Provide information to IOM missions and other counterparts on Swiss AVRR case processing and counselling experience. Cooperate on capacity-building and skills exchange projects aiming at empowering AVRR activities in Switzerland and abroad;
9. Ensure the visibility of the presence of IOM in the center and its role as return counsellor;
10. Coordinate within the team covering the same region and neighbouring regions in view of temporary support and replacement;
11. Perform other duties as may be assigned, as agreed with the IOM Switzerland Chief of Mission or the Program Manager.

Required Qualifications and Experience

Education

- University degree (Bachelor’s or higher) in in Political Science, International Politics, Social Sciences or a related field from an accredited academic institution with 3 years of relevant professional experience; or
- Completed High School degree from an accredited academic institution, with four years of relevant professional experience.

Experience

- Experience in the general area of program and project operations, logistics and coordination;
- Experience in communications and liaison with particular emphasis on contact with clients and counseling;
- In depth knowledge of the broad range of migration issues in Switzerland;
- Knowledge of the Swiss Asylum system and work in Federal Asylum Centers;
- Good communication skills and contact with migrants.

Languages

Fluency in French, English and German is 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 – 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.

Only candidates who already possess a valid Swiss residency permit can be considered for this position.

How to apply:

Interested candidates are invited to submit their CV and 1 page cover (both in English) to the following email address by or before 10 March 2023: ApplicationsIOMBern@iom.int

Only shortlisted candidates will be contacted.

Posting period:

From 27.02.2023 to 10.03.2023