



International Organization for Migration (IOM)
The UN Migration Agency

VN 2024 / 009

Open to Internal and External Candidates

Position Title : **Reintegration Assistant (case management)**
Duty Station : **Casablanca, Morocco**
Classification : **G4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **March 27th, 2024**

The International Organization for Migration (IOM) is an intergovernmental organization established in 1951, which holds a leading position in the field of migration. With 157 Member States and an additional 10 observer States, as well as offices in over 100 countries, it closely collaborates with governmental, intergovernmental, and non-governmental partners to manage migration in an orderly manner and under conditions that preserve human dignity. Its goals include promoting international cooperation on migration, facilitating practical solutions to migration issues, and providing humanitarian assistance to migrants in need, including refugees and internally displaced persons. IOM has been present in Morocco since 2001 and established a mission in Rabat in 2007.

Implemented for four decades by the International Organization for Migration (IOM), the Assisted Voluntary Return and Reintegration (AVRR) Program provides humanitarian, administrative, logistical, and financial assistance to vulnerable and distressed migrants who choose to voluntarily return to their countries of origin. In Morocco, the AVRR Program has enabled thousands of distressed migrants to return to their home countries since 2005, when they are unable to do so on their own. The program also supports several hundred Moroccans in their process of sustainable reintegration upon return.

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.

Core Functions / Responsibilities:

The Reintegration Assistant (case management) will work under the direct supervision of the Senior Project Assistant– Reintegration of Moroccan Returnees and the overall supervision of the AVRR Program Officer.

He/she will be responsible for:

- 1- Assist in the implementation and monitoring of project activities.

In particular, interview vulnerable migrants who seek IOM assistance for voluntary return or reintegration and conduct field visits and/or family assessments.

Provide personalized support and implementation of reintegration projects, in coordination with the Senior Project assistant.

- 2- Retrieve, compile, summarize, and present information/data on specific project topics, and record the gathered data into IOM internal databases.
- 3- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
- 4- Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc., including in particular liaison with the financial and procurement team to facilitate the purchase of the kits for the beneficiaries' reintegration assistance.
- 5- Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor
- 6- Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation, in particular communication tools aiming at promoting reintegration program activities
- 7- Organize meetings, workshops and training sessions with stakeholders engaged in providing reintegration assistance.
- 8- Respond to general information requests and inquiries; set up and maintain files/records.
- 9- Perform other related duties as assigned.
- 10- Any other task that may be assigned by the supervisor.

Required Qualifications and Experience

Education

- School diploma with four years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience.

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience in the case management of vulnerable cases.
- Thorough knowledge of the Moroccan institutional system, the United Nations, and associative work in Morocco.

Skills

Position specific skills, for example:

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.
- Proficiency in Microsoft Office tools (Word, Excel, Outlook) and Monitoring & Evaluation (M&E) tools.
- Ability to work in a multicultural environment.
- Team spirit and the ability to work independently.
- Be prepared to work flexible hours.

Languages

- Language required for the position: Fluency in Arabic and French (oral and written).
- Desirable languages : Working knowledge of English.

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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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.

How to apply:

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to imrecrute@iom.int, by **March 27th, 2024** at the latest, referring to this advertisement. The application email subject should be « **Reintegration Assistant (case management)** ».

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

Only shortlisted candidates will be contacted.

Posting period:

From 13.03.2024 to 27.03.2024