



# POST DESCRIPTION

## SECTION 1

### Position Information

Position Title	Project Assistant (AVRR)
Position Grade	G4
Duty Station	Baku
Position Number	xxxxx
Job Family	Project Management
Organizational Unit	MPX, Assisted Voluntary Return and Reintegration (AVRR)
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Azerbaijan
Position rated on	10 October 2024
Reports directly to	Senior Programme Assistant, AVRR, G6
Number of Direct Reports	N/A

## SECTION 2

### Organizational Context and Scope

#### Introduction

The International Organization for Migration (IOM) presence in Azerbaijan dates back to 1996. IOM has been implementing a variety of projects in line with its mission to assist the Government of Azerbaijan in meeting the operational challenges of migration, advance understanding of migration issues, encourage social and economic development, and uphold the human dignity and well-being of migrants.

Assisted Voluntary Return and Reintegration (AVRR) is one of the core areas of IOM expertise and a field in which the organization has over 45 years of experience. As a core activity of IOM, AVRR activities provide vital assistance to thousands of migrants returning home every year. Building on the experience and a worldwide network of offices and partners, IOM's AVRR programmes promote international dialogue and cooperation on migration management issues among host countries and

countries of origin. IOM's assistance may include counseling of voluntary returnees, acquisition of travel documents, provision of medical or other escorts, departure, transit, and arrival assistance, as well as delivery of reintegration support.

**Context**

Under the overall supervision of the Chief of Mission, direct supervision of the Senior Programme Assistant, the Project Assistant (AVRR) will support in the administrative tasks of the "Assisted Voluntary Return and Reintegration" projects.

**SECTION 3****Responsibilities and Accountabilities**

1. Provide assistance in operational return and reintegration for individual returnees on a case-by-case basis upon the request of sending missions.
2. Support and track cash/in-kind reintegration assistance implementation, offering administrative help to returnees via email, phone, and in-person for income-generating activities and housing-related assistance.
3. Monitor the reintegration process by providing support to returnees, coordinating with Sending Mission caseworkers, and assisting with document preparation and reporting per donor requirements.
4. Provide return-related administrative information upon request from IOM missions, including:
  - a. Collect ZIRF counseling inquiries and pre-departure assistance requests.
  - b. Update Country Fact Sheets and Reintegration Support Info Sheets.
  - c. Organize virtual counseling sessions for potential returnees.
5. Assist in developing and maintaining databases, monitoring regular updates and accuracy in the mission's return and reintegration information.
6. Perform assigned administrative tasks to ensure the smooth operation of the AVRR Unit, supporting day-to-day activities and maintaining efficient workflows.
7. Support supervisor with coordinating refugee resettlement program departures to the US, Canada, Australia, Europe, and other countries by following internal procedures, scheduling interviews, helping with medical screenings, providing pre-departure instructions, and managing departures based on each receiving country's requirements.
8. Undertake duty travel as required.
9. Perform such other duties as may be assigned.

**SECTION 4****Required Qualifications and Experience****EDUCATION**

- High school diploma with at least four years of relevant work experience in the area of project implementation and reporting, or;
- Bachelor's degree in Social Science and Economics from an accredited academic institution with two years of relevant work experience in the above fields.

## EXPERIENCE

- Experience in international agencies UN Agencies, International Organizations, and International specialized NGOs) is desired;
- Good knowledge of UN, IOM, International Organizations and NGO mandates and programmes in the area of migrants' rights in humanitarian assistance is desired;
- Experience liaising administrative procedures with governmental and diplomatic personnel and other national/international institutions.

## SKILLS

- Excellent computer skills, high proficiency in using office software packages (MS Word, Excel, etc.), and knowledge of spreadsheet and data analysis are an added advantage.
- Excellent communication and representative skills (written, oral, cross-cultural) and ability to work in a team setting.
- Ability to multitask and deal with stressful situations and ability to adapt within the working environment.
- Excellent organization skills, time management, analytical and problem-solving.
- Ability to work efficiently and accurately with a keen attention to detail.

## SECTION 5

### Languages<sup>1</sup>

IOM's official languages are English, French, and Spanish.

## REQUIRED

For this position, fluency in English and Azerbaijan is required (oral and written).

## DESIRABLE

Russian (intermediate) is desirable

## SECTION 6

### Competencies<sup>2</sup>

**I** The incumbent is expected to demonstrate the following values and competencies:

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<sup>1</sup> As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization's official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN.

<sup>2</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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 actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

## SECTION 7

### Signatures

1 <sup>st</sup> Level Supervisor	Date
	Click here to enter a date.
2 <sup>nd</sup> Level Supervisor	Date
	Click here to enter a date.