



International Organization for Migration (IOM)

The UN Migration Agency

Terms of Reference

I. POSITION INFORMATION	
Position title	Reintegration Assistant
Position grade	G4
Duty station	Accra, Ghana
Job family	AVRR
Organizational unit	MPA
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Appointment type	SST
Reports directly to	Project Manager, Returns, Protection and Direct Assistance to Vulnerable Migrants Unit
Number of Direct Reports	n/a
VACANCY-SPECIFIC INFORMATION	
Estimated closing date	2 Weeks
Estimated start date	ASAP
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Assisted Voluntary Return and Reintegration (AVRR) a core activity of IOM Ghana is part of its comprehensive approach to migration management. Through its AVRR programmes IOM provides administrative, logistical and financial support – including reintegration assistance – to migrants who are unable or unwilling to remain in their host/transit country and express the wish to return to their countries of origin.</p> <p>The Reintegration Assistant will provide support to Ghanaian returnees through the provision of reintegration support as per the programmatic guidelines of the various AVRR projects under the direct supervision of the Project Manager for Returns, Protection and Direct Assistance to Vulnerable Migrants Unit and the overall supervision of the Chief of Mission.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Subject to the direct supervision of the Programme Manager and the overall responsibility of the Chief of Mission, the incumbent will assist with the AVRR operational activities of the Mission. Tasks will include:</p> <ol style="list-style-type: none">1. Assist all returnees who return under IOM's AVRR programmes to devise viable reintegration plans;2. Provide overall support in the day-to-day management and functioning of reintegration grants;3. Authenticate all supporting documents presented by returnees and forwarding them to relevant focal points for approval and subsequent disbursement of funds to service providers/suppliers;	

4. Assist returnees to obtain business licenses to operate in Ghana;
5. Maintain electronic filing system for all returnees including victims of trafficking to ensure that all relevant documents (ABNs, approvals, business plans, supporting documents, invoices, monitoring reports etc.) are saved on the public drive in an organized manner;
6. Support the maintenance of the database on AVRR returnees and provide regular statistical reports to Programme Manager and Regional Office as required (monthly, quarterly and annual);
7. Assist sending missions to facilitate the voluntary return of Ghanaians through provision of information, arranging shelter, conducting family tracing etc.;
8. Support monitoring missions from other IOM offices through the facilitation of logistical arrangements including with returnees;
9. Conduct monitoring of return and reintegration activities (via phone and in person);
10. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- University degree from an accredited educational institution in human or social science, business and administration with two years of relevant working experience; or
- High school degree/certificate with at least four years of relevant working experience.

EXPERIENCE

- Experience in working with international organizations, governmental and diplomatic authorities is an asset;
- Ability to manage logistic and administrative aspects of projects.
- An experience in the area of reintegration and assistance to migrants or refugees an advantage
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Familiarity with financial and business administration;
- Experience in drafting narrative project reports and project documents.

V. LANGUAGES

Required (specify the required knowledge)	Advantageous
English Fluent	

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and 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.

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

Core Competencies – behavioural indicators *level 2*

- 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.

Notes

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates with required qualifications and skills should directly send their CV and Cover Letter in English to accravacancies@iom.int not later than 4.30 pm (Accra time) on 02 April 2019.

- Please mention the Position Title on the subject line.
- Your Cover letter should clearly state the reason why you are interested in applying to the position and how your qualifications are consistent with the Terms of Reference.
- Please do not attach any supporting document
- Only complete applications will be considered
- Only short listed candidates will be contacted
- Written examination may be required