



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice 2024-15 Open to Internal and External Candidates

Position Title: **Protection from Sexual Exploitation and Abuse and Sexual Harassment (PSEAH) Associate**
Duty Station: Tirana, Albania
Classification: General Service, Grade G5
Type of Appointment: One Year Fixed Term, 1 (one) year with possibility of extension.
Estimated Start date: 15 July 2024

Closing Date: 27 June 2024

Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, is the leading inter-governmental organization in the field of migration and 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Office and direct supervision of the Project Coordinator the successful incumbent will implement PSEAH activities will perform the following duties:

Core Functions / Responsibilities:

The incumbent will carry out the following duties:

1. Participate in the development of a PSEAH training plan for IOM staff and related personnel, implementing partners¹, key institutional stakeholders.

¹ Ensure management are aware of the [UN Protocol on Allegations of Sexual Exploitation and Abuse involving implementing partners](#) and accompanying partner assessment, and support as needed.

2. Organize and deliver PSEAH training targeting IOM staff members and governmental and non-governmental actors/stakeholders. At all possible opportunities (during relevant training, in staff and programme meetings, etc) continually share key messages on PSEAH, including mandatory reporting requirements within the country office and programming, in coordination with relevant colleagues.
3. Actively participate to training of trainers on subjects related to protection and seek to continuously develop capacity in a self-driven manner.
4. On a yearly basis, provide an update on the number of staff, non-staff trained, contractors, implementing partners, and service providers trained on PSEAH in an effort to track compliance and promotion of PSEAH.
5. Support the development of a communication and awareness-raising tools to support appropriate PSEAH messaging and knowledge on prohibited behaviours as well as how to report allegations of misconduct, ensure localization of SEA messaging.
6. Conduct community outreach initiatives on PSEAH targeting residents.
7. Support PSEAH risk-assessment in the camp and assist in identifying gaps in protection mainstreaming and safe programming; suggest context-appropriate solutions to address gaps identified.
8. Participate in coordination meetings, communicate on planned PSEAH initiatives and timely flag any safeguarding concern to PSEAH FP
9. Proactively engage project actors on PSEAH and assist in providing technical support in prevention and response actions of the actors in SEA.
10. Support in communication with victims of SEA and whistleblowers at the request of PSEAH Focal Point
11. Support the implementation of Mission-wide PSEAH Action as well as interagency initiatives on PSEA.
12. Support existing and planned complaint and feedback mechanism to channel PSEAH concerns.
13. Support PSEAH Focal Point in the mission to ensure the mitigation of SEA risks are developed, embedded and strengthened.
14. Perform any other duties as may be assigned.

Required Qualifications and Experience:

Education:

- Bachelor's degree in Law, International Relations, Psychology, Social Sciences, Development Studies and Planning or a related field from an accredited academic institution with 3 years of relevant professional experience, or
- High school diploma with five years of relevant professional experience.

Experience and skills:

- Experience in the fields of sexual exploitation and abuse, protection, child protection, gender-based violence, accountability to affected populations (AAP), protection and gender mainstreaming and/or humanitarian affairs.
- Experience within the UN system and amongst interagency partners, including governments, NGOs, and communities is an advantage.
- Experience in developing and facilitating PSEAH trainings, in particular capacity-building, and communication materials to promote behaviour change.

- Experience undertaking PSEAH risk assessments, in coordination with communities, partners, and UN and other key stakeholders.
- Demonstrated ability to work across a wide variety of sectors/teams on cross-cutting themes.
- Experience in policy and proposal development and the creation of standard operating procedures and tools; and,
- Knowledge and understanding of IOM's institutional approach on PSEAH and related strategies, policies, rules and regulations.
- Knowledge of the UN system and architecture.
- Knowledge of mainstreaming best practices and partnership models to ensure coordination of the same across a diversified range of actors; and
- Good written and oral communication skills, effective in representation and liaison with external partners.
- Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks, maintain attention to detail, and coordination with a variety of stakeholders.
- Ability to work with and maintain strict confidentiality, when necessary.

Languages:

Fluency in English and Albanian (oral and written) is required

Required Competencies:

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

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: Maintain 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 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.

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.

How to apply:

Interested candidates are invited to submit the following (all in English language) indicating the **Vacancy Notice Number (2024-15)** with a subject line "**PSEAH Associate**" to: HumanResourcesTirana@iom.int.

- CV or Personal History Form (PHF) [download here](#)
- Cover Letter with the details of competences (including previous similar experience, if any)
- [Reference and additional information form](#) signed in each page including three professional referees and their contacts (both email and telephone) potentially previous supervisors, as well as confirming that you agree on our check for references to the referees and the requested additional information.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

To download Personal History Form please refer to: <https://albania.iom.int>

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

Only shortlisted candidates will be contacted.

Posting period: 14 June 2024 to 27 June 2024