

OPERATION ASSISTANT MOVEMENT (G5)

VACANCY NOTICE (VN)

Open to Internal and External Candidates

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| Position Title | : Operation Assistant Movement |
| Reference No | : VN/UG/015/2024 |
| Duty Station | : Kampala, Uganda |
| Classification | : General Service (G5) 1 position |
| Type of Appointment | : Fixed term, one year with possibility of extension |
| Estimated Start Date | : As soon as possible |
| Closing Date | : 24th June 2024 |

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 candidates are eligible to apply to this vacancy and are considered as first-tier candidates

ORGANIZATIONAL CONTEXT AND SCOPE

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. Movement Operations Units in various IOM Country Offices, coordinated under the Resettlement and Movement Management (RMM) Division in the Department of Mobility Pathways and Inclusion at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's Programmes.

Under the general supervision of the Movement Operations Manager and the direct supervision of the Operations Associate, Movement and Data Processing, the Operations Assistant (Movements) is responsible for undertaking movement's activities, with the following duties and responsibilities:

Core Functions / Responsibilities:

1. Coordinate, schedule and book travel for individuals upon receipt of travel-ready status and/or request in accordance with travel requirements, including but not limited to the distribution of Advance Booking Notifications (ABNs), updates, domestic flights, cancellations and departure notifications.
2. Organize and complete all bookings in a timely manner and in accordance with the Handbook of IOM Tariffs (HIT) and standard operating procedures (SOPs) from the Division of Resettlement

- and Movement Management (RMM). Under the supervision of the Operations Associate, Movement and Data Processing distribute travel information to internal and external stakeholders.
3. Compile and analyze descriptive statistics, using I-GATOR to capture costs and prepare travel loan paperwork as specified in SOPs and in accordance with host government's procedures.
 4. Create movement data files, by ABN, for all individuals in accordance with SOPs and for IOM accountability.
 5. In accordance with local practices and RMM guidelines and standards, and in close coordination with supervisors, identify and assign escorts to accompany vulnerable individuals.
 6. In coordination with the Operations Associate, Movement and Data Processing, process exit permission paperwork and ICRC Travel Documents in accordance with established standards and the local guidelines.
 7. Conduct identity and document verification prior to the distribution of travel documentation to refugees, immigrants and migrants.
 8. Conduct pre-departure counselling on pre-embarkation procedures and special needs during travel (such as meals, medication, wheelchairs and medical conditions) as needed. Identify beneficiary vulnerabilities and coordinate appropriate action to ensure they are addressed.
 9. Provide regular feedback on work being accomplished to the the Operations Associate, Movement and Data Processing and keep supervisors immediately informed of any issues that arise.
 10. Demonstrate an in-depth understanding of relevant Movement Operations SOPs and Movements-related systems and databases (including iGATOR, MiMOSA, SAR and Amadeus), as well as the ability to remain professional, impartial and unbiased during all interactions with migrants and colleagues per the IOM Code of Conduct and instruction on the Prevention of Sexual Exploitation and Abuse (PSEA).
 11. Maintain and ensure the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert the Operations Associate, Movement and Data Processing or management of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.
 12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed secondary [high school] education required.

Experience

- Five years of relevant working experience.
- Three years of working experience with a Bachelor's degree
- Prior Movement Operations or transportation experience is a strong advantage.

Skills

- Strong computer skills - Word, Excel and Internet
- Past experience with Movement Operations-related databases and systems (including iGATOR, MiMOSA, SAR and Amadeus) is a strong advantage.

Languages

- IOM's official languages are English, French, and Spanish, all staff members are required to be fluent in one of the three languages.

Require Competencies

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:** 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 – behavioral 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:

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to hruganda@iom.int no later than **24th June 2024**. Reference Number and Position Title: **VN/UG/015/2024 – Operation Assistant Movement** should be specified in the SUBJECT field.

Required: After sending your application through hruganda@iom.int. **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using the link: [Prescreening form for Operation Assistant Movement](#)

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

Posting period:

From 10th June 2024 to 24th June 2024