



## Special Vacancy Notice 2022-27

### Open to Internal and External Candidates

Position Title : **Information Provision Counsellor**  
Duty Station : **Budapest, Hungary**  
Classification : **UG- All inclusive**

Type of Appointment : **Special Short Term (SST), 4 months, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **Open-ended**

Established in 1951, IOM 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 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.

#### **Context:**

Under the direct supervision of the Information Provision Specialist, and the overall supervision of the Head of Office, the Information Provision Counsellor will be accountable for supporting the operations and information provision activities related to the IOM's support to people affected by the Ukrainian crisis in Hungary.

#### **Core Functions / Responsibilities:**

1. Support case management through counselling with people affected by the Ukrainian crisis
2. Provide information for beneficiaries about the accommodation possibilities, social benefits, health care, education system, temporary residence permit, employment possibilities at the Info Points and through the allocated hotline, in coordination with the relevant IOM units.
3. Contribute to visibility materials in order to inform potential beneficiaries on the options available for support.
4. Monitor the latest Hungarian legislation, projects and initiatives in the field of asylum and reception
5. Assist with reporting of information provision activities.

6. Maintain the confidentiality and integrity of all related information by implementing control procedures in line with IOM standards of conduct and data protection rules.
7. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- High School diploma with a minimum of 4 years of relevant experience

OR

- Bachelor's Degree or equivalent with a minimum of 2 years of relevant experience.

#### **Experience**

- Experience in counselling activities is required
- Experience in working with vulnerable people
- Experience in working with migrants is desirable

#### **Skills**

- Good communication skills
- Good administrative and organizational skills
- Good command of MS Office package – certification is an asset
- Driving license B advantageous.

#### **Language skills**

- Fluency in Ukrainian and/or Hungarian is mandatory
- Good command of English is required (oral and written)
- Any other IOM official language would be considered as advantageous.

### ***Required Competencies***

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

**Values** - all IOM staff members must abide by and demonstrate these three 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.

**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.

IOM's competency framework can be found at this [link](#).

***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.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

***How to apply:***

All applications consisting of the CV and a motivation letter in English should be addressed to [iombudapesthr@iom.int](mailto:iombudapesthr@iom.int) quoting the above vacancy notice number.

**Closing date: Open-ended**

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.