



IOM International Organization for Migration

Special Vacancy Notice 2022-39

Open to Internal and External Candidates

Position Title : **Field Coordinator**
Duty Station : **Budapest, Hungary**
Classification : **UG- All inclusive**

Type of Appointment : **Special Short Term (SST), 6 months, with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **28th September, 2022**

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 overall supervision of the Emergency Programme Manager and under the direct supervision of the Head of the Protection Unit as part of IOM Hungary's Protection Unit's Outreach/Field Team, the successful candidate will be responsible for coordination and implementation of field operation activities undertaken in Szabolcs-Szatmár-Bereg County at the Ukrainian-Hungarian border.

Core Functions / Responsibilities:

1. Provide ongoing supervision and management of mobile teams, including Field Assistants, Community Workers, and Volunteers, in planning, implementing, evaluating and documenting activities, such as Mental Health and Psychosocial Support (MHPSS), information provision to third-country nationals, accommodation, counter trafficking, warehousing and cultural mediation.
2. Reporting on achievements as well as problems encountered and contribute to the roll out of mapping surveys in order to quantify needs and gaps in the target region.
3. Provide quality control and support to the field team leaders.
4. Contribute to the project team's meeting of the overall field administration requirements, including procurement, and team time, attendance and staff travel arrangements.

5. Monitor the allocated budget for the field activities in a responsible and accountable manner and consolidate the expenditures from the different fields and communicate with the duty station and country office.
6. Produce regular reports on the implementation of field activities and operations.
7. Liaise and coordinate field activities with partner agencies and local government entities.
8. Support implementation of appropriate safety and security procedures related to the protection of IOM staff, its assets and operations. Ensure that all relevant security information is properly disseminated.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Diploma, preferably in International Relations, Political Science, Business or Public Administration, or a related field.

Experience

- Three years of relevant practical experience including in project development, implementation, evaluation and/or management.
- Previous experience in coordinating field operations, budgeting and reporting strongly is preferred.
- Previous experience in procurement is an asset.

Skills

- Ability to supervise staff and work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Good writing and communication skills.

Language skills

- Fluency (oral and written) in Hungarian and advanced level in English is required.
- Ukrainian is a strong advantage.
- 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.

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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.

Interested candidates are invited to submit their applications – CV and Cover Letter in English to iombudapesthr@iom.int quoting vacancy notice number 2022-39.

Closing date: **28th September 2022**

Only shortlisted candidates will be contacted.

Posting period:

From 14.09.2022 to 28.09.2022

“IOM offers a competitive salary with an excellent health insurance plan, participation in the United Nations Pension Fund, eligible child allowances and 2.5 days paid vacation for every full month of service”