



IOM International Organization for Migration

## Special Vacancy Notice 2022-03

### Open to Internal and External Candidates

Position Title : **Case Worker**  
Duty Station : **Budapest, Hungary**  
Classification : **UG- All inclusive**

Type of Appointment : **Special Short Term (SST), 5 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 Shelter coordinator and overall supervision of the Emergency coordinator, the incumbent will be responsible for implementation of the accommodation component of the emergency response activities in the framework of the overall IOM Hungary's response.

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

1. Support the implementation of activities in IOM run shelters in the areas of Budapest.
2. Conduct needs and vulnerability assessments to people affected by the Ukrainian crisis and hosted via the accommodation scheme of IOM.
3. Provide awareness sessions to beneficiaries on risks and specific topics as needed.
4. Undertake case management activities for beneficiaries hosted under the accommodation scheme, manage and respond to requests, facilitate referrals to other units and partners.
5. Creating case management plans according to identified needs, that can include education, livelihoods, health care and other aspects of social inclusion

6. Manage the accommodation requests and accommodation allocation process based on vulnerability criteria, in coordination with the relevant IOM units.
7. Ensure data and documentation required for reporting is collected timely and diligently, fill in the reporting tools.
8. Assist the Shelter Coordinator with reporting of accommodation allocated.
9. 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.
- Preferably university degree in Social Work, Psychology, Education, Pedagogy, Nursing or other type of social sciences degree.

#### **Experience**

- Experience in operations and administrative activities is required
- Experience in booking management is desirable
- Experience in working with migrants is desirable

#### **Skills**

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

#### **Language skills**

- Fluency (oral and written) in Hungarian and 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.

***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.

***Posting period:***

Open-ended