



Special Vacancy Notice 2023-02

Open to Internal and External Candidates

- Position Title : **Programme Assistant (Legal advice)**
- Duty Station : **Budapest, Hungary**
- Classification : **UG**
- Type of Appointment : **Special Short Term (SST), 3 months with possibility of extension**
- Estimated Start Date : **As soon as possible**
- Closing Date : **24th January 2023**

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 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 Programme Manager – Ukraine response and direct supervision of the Information Provision Specialist the successful candidate will be responsible for supporting the information provision unit with relevant information on the laws and regulations related to the Ukrainian crisis.

Core Functions / Responsibilities:

- Regularly research, follow-up, compile, analyse and present information/data on national, regional and international laws and regulations concerning Temporary protection status and related areas.
- Provide legal advice to the project team and beneficiaries.
- Conduct research of the relevant legislation, literature, electronic sources and prepares analysis relevant to the topics. Prepare periodical reports and updates.
- Plan, coordinate and conduct capacity building workshops for relevant internal and external parties.
- Participate in meetings and conferences.

- Explore potential entry points for expanded collaboration with relevant authorities and partners on project-related activities
- Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Law or Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights or related fields from an accredited academic institution.

Experience

- Experience in liaising with governmental authorities, national/international institutions and non-governmental organizations;
- Knowledge of at least one of the topics:
 - Temporary protection directive and peculiarities in its application on a county level
 - Immigration law
 - Knowledge or experience in counter trafficking
 - Knowledge on child protection system in Hungary, including legal guardianship
 - Labour law
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Demonstrated ability to work well under pressure and to keep deadlines;
- Discreet, details and clients-oriented, patient and willingness to learn new things;
- Attention to detail, ability to organize paperwork in a methodical way.
- Computer literacy (Microsoft Word and Excel)

Language skills

- Fluency (oral and written) in Hungarian
- Fluency (oral and written) in English
- Any other IOM official language would be considered as advantageous

Travel required

Periodic travels may occur between the duty station in Budapest, and border crossing points, mostly Záhony, Szabolcs-Szatmár-Bereg County, based on trends and needs.

Required 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: 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 I

- 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.

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 quoting the above vacancy notice number SVN 2023-02.

Closing date: 11:59 (local time in Hungary), 24th January 2023.

No late applications will be accepted.

IOM only 5 duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 18 January 2023 to 24 January 2023