



IOM International Organization for Migration

Special Vacancy Notice 2022-06

Open to Internal and External Candidates

Position Title	: Return Counsellor
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	: 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 Senior Project Assistant (Movement Operations) and overall supervision of the IOM Hungary Head of Office, the successful candidate will provide counseling services to migrants who are thinking about leaving Hungary voluntarily and returning to their country of origin, guiding them through the steps in the return and reintegration process.

Core Functions / Responsibilities:

1. Assist the return of stranded migrants in Hungary to their countries of origin and work in close coordination with the Operations department, while liaising with relevant stakeholders including embassies, consulates and IOM field missions in countries of origin, for Unaccompanied Migrant Children (UMCs) and adult beneficiaries.
2. Meet with stranded migrants in Hungary, identify their needs and inform of return assistance provided by IOM Hungary.
3. Provide counselling and return-related information, including on reintegration support whenever applicable, to stranded returns who express their wish to return to their countries of origin.
4. Provide administrative assistance, including preparing and issuing standard

letters to relevant Embassies and Consulates to ensure the acquisition of required travel documents.

5. When required, coordinate family assessments with IOM field missions in the countries of origin to ensure the Best Interest Determination (BID) Process is completed prior to return of UMCs.
6. Coordinate the Fit for Travel medical examination for the migrants.
7. Coordinate the provision of pre-departure/travel allowance when required.
8. Ensure all required documents are shared with IOM field missions in the countries of origin in due course and prior to migrants return.
9. Ensure the necessary follow-up with the operations team on the provision of logistical assistance such as the purchase of flight tickets, and travel assistance including support in transit and escort when needed.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree from an accredited academic institution, preferably in Political or Social Sciences, Development Studies, Human Rights, International Relations, Law Studies and/or related field with three years of relevant professional work experience; or High school degree in one of the aforementioned fields with five years of relevant work experience.

Experience

- Experience including in project implementation and administrative and financial support, particularly in the fields of migration and technical cooperation.
- Experience in case management and counselling is a strong asset.
- Experience in working with governmental authorities, UN agencies and/or donor agencies is strongly preferred.

Skills

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

•
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 ombudapesthr@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:

From 11.04.2022 to Open-ended

“IOM offers a competitive salary with an excellent health insurance plan, and 2.5 days paid vacation for every full month of service”