



VACANCY NOTICE

Open to Internal and External Candidates¹

Position Title : **Senior Project Assistant (Psychology Support)**
Duty Station : **Bucharest, Romania**
Classification : **General Service, Grade G6 (50%)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **22 March 2024**

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.

Context:

Under the direct supervision of the Head of Programmes and the overall coordination of the Head of Office, the Senior Project Assistant (Psychology Support) will be directly involved in assisting migrants, both adults and children, identifying their needs, refer them for treating behavioural and emotional disorders, offer assistance and communicate with them regularly. The successful candidate will be based in [Bucharest, Romania](#) and will have the following duties and responsibilities:

Core Functions / Responsibilities:

1. Participate in the identification of vulnerable cases among refugees and third-country nationals (TCN) including potential victims of trafficking, survivors of gender-based violence, unaccompanied and separated minors, unaccompanied elderly, pregnant women, people with severe intellectual and physical disabilities, etc.
2. Assist to identify and follow-up on pre-existing mental health conditions of beneficiaries and their treatment, as well as cases in need of immediate referral to clinical services in accommodation centres or host communities.

¹ Internal candidates are staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs) in the service of the Organization, unless otherwise specified in their contract. Staff members on special leave without pay (SLWOP) and staff members on secondment/loan released by the Organization are also considered internal candidates.



3. Map existing national and humanitarian mental health and (psycho)social support services that are accessible to refugees and vulnerable migrants.
4. Develop and maintain an efficient mental health and social service referral system in coordination with other governmental and/or partner agencies.
5. Coordinate psychosocial activities, conduct focus group discussions and awareness raising activities.
6. Draft appropriate documentation; leaflets and outreach messaging in collaboration with other IOM staff members working in different projects.
7. Coordinate with relevant authorities and civil society organizations and refer cases for further support.
8. Follow up in a case-management fashion, on the referral of the identified individuals.
9. Coordinate and conduct adequate capacity building to other relevant actors where applicable, such as local authorities, NGOs, migrant and host communities.
10. Support the monitoring of Mental Health and Psychosocial Support (MHPSS) activities run by IOM and/or implementing partners.
11. Engage in adequate and effective coordination with other IOM staff members.
12. Monitor and maintain the confidentiality of information of the migrants and refugees. Undertake duty travel as requested.
13. Perform other related duties that may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Psychology, Clinical Psychology or Counselling Psychology from an accredited academic institution with four years of relevant professional experience, or
- High School diploma from an accredited institution with six years of relevant professional experience

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in working with migrants, refugees, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.



Skills

- Proficient in computer applications such as Word, Excel, and Internet
- Strong interpersonal and communication skills, personal commitment, and flexibility
- Attention to detail and organizational abilities
- Ability to work with minimal supervision and in difficult situations.
- Ability to work independently, as well as in a team

Languages

- For all applicants, fluency in Romanian and English is required (oral and written).
- Any other IOM official language will 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 five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 2

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.



Other

This post is subject to local recruitment. The psychotherapist must be formally accredited by the College of Psychologists in Romania (CPR) to practice.

How to apply:

Interested candidates are invited to submit their applications including a cover letter not exceeding more than one page and [Personal History Form \(PHF\)](#) to bucharestapplication@iom.int by **23:59 on Thursday 22 March 2024** referring to the vacancy notice number VN 2024-10 – Project Assistant (Psychology Support).

Download the Personal History Form (PHF) here:

<https://romania.iom.int/sites/g/files/tmzbd11556/files/iom-personal-history-form.xlsx>

The UN salary scale can be accessed at the following link: [UN Salaries-Romania](#)

For an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 8 March 2024 to 22 March 2024