



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

TERMS OF REFERENCE

I. INFORMATION SUR LE POSTE	
Titre du poste	Conseiller Junior AVRR
Grade du poste	Contrat sans grade, équivalent Nations Unies G4
Lieu d'affectation	OIM Alger, Algérie
Reporte directement à	Coordinateur de Projet
supervision globale par	Chef de Mission
Entrée en poste	1 décembre 2017
II. CONTEXTE GENERALE	
<p>L'Organisation internationale pour les migrations (OIM), créée en 1951, est l'organisation intergouvernementale qui occupe la position de chef de file sur la scène migratoire. Forte de 166 Etats Membres auxquels viennent s'ajouter 10 autres Etats ayant le statut d'observateur, et disposant de bureaux dans plus de 100 pays, elle opère étroitement avec ses partenaires gouvernementaux, intergouvernementaux et non gouvernementaux afin de gérer les migrations dans un bon ordre et dans des conditions préservant la dignité humaine, promouvoir la coopération internationale sur la scène migratoire, faciliter la recherche de solutions pratiques aux problèmes migratoires et offrir une assistance humanitaire aux migrants dans le besoin, en ce compris les réfugiés et les déplacés internes. L'OIM est présente en Algérie depuis 2016</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>AVRR to Algeria</p> <ol style="list-style-type: none">1. Monitor the beneficiaries once they return to Algeria. Voluntary return will be done in coordination with the Operations Unit and the IOM Missions in host countries;2. Guide the beneficiaries by telephone on the conditions of the program and, on its application, and upon request, set an appointments with individual beneficiaries at IOM Algiers;3. Participate in conference calls occasionally with beneficiaries before their departure from host countries, in coordination with IOM Missions in host countries;4. Prepare records of beneficiaries, translate patterns of funding recipients from Arabic to French, and ensure that they are complete according to the criteria defined by the IOM Missions in host countries for the preparing of narrative and financial reports;5. Provide specific assistance to vulnerable cases namely medical cases and unaccompanied and separated children.6. Perform all the payment procedures in coordination with Procurement and Finance Unit7. Keep track of payments to suppliers for reintegration schemes approved by the IOM Missions in host countries, in coordination with the Administration and Finance Unit;8. Contribute to a continuous monitoring of project beneficiaries and their reintegration schemes. For this, the Conseiller Junior AVRR will conduct monitoring visits on the field for some beneficiaries;9. Ensure statistics of all assisted returnees under AVRR program are updated for reporting purposes and share all statistics with the relevant missions, as required <p>Family Assessment :</p> <ol style="list-style-type: none">10. Contact the UMCs families upon the request of the sending missions in order to convince	

them to fix an appointment to discuss the UMCs situation and inform them about the different options available that the UMCs can benefit from.

11. Conduct the family assessment face to face in the family house.
12. Draft and share the family assessment report with related missions.
13. Ensure tracking of charging all service fees related when the family assessment is completed.

AVRR ex Algeria

14. Meet with stranded migrants in Algiers, identify their needs, and provide individual counselling sessions on services provided by IOM Algiers in terms of Migrants Protection and Assistance to Voluntary Return and Reintegration
15. Refer stranded migrants, including UMC's, according to their needs and vulnerability to the appropriate ongoing IOM programs and funding mechanisms in Algeria, RO Cairo or HQ (e.g. NOAH, etc.).
16. Prepare and issue standard letter to relevant Embassies and Consulates in view of obtaining individual travel documents for the beneficiaries.
17. Assist the migrants to fill in correctly the AVRR forms.
18. Coordinate Family assessments exercises with IOM in country of Origin in order to best prepare for the BID session with all partners.
19. Make sure that all necessary documents are shared with the receiving missions' prior to migrant's departure.
20. Follow-up on reintegration process, as required.
21. Ensure OPS team do the necessary follow up and travel arrangements and provided the necessary airport assistance

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Accountability:

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation:

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of all clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments

Continuous learning:

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas

Communication:

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative:

- Proactively develops new ways to resolve problems

Leadership and negotiation:

- Convinces others to share resources
- Presents goals as shared interests

Planning and organizing:

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism:

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Effectively applies knowledge of migration issues within organizational context
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts

Teamwork:

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological awareness:

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

V. EDUCATION AND EXPERIENCE

Completed a Secondary School degree or equivalent, from an accredited academic institution in the field of social work, or public administration. University degree is an advantage. Minimum 2 years' experience project assistance and/or counselling preferably within an international and /or NGOs environment.

VI. LANGUAGES

Required

Arabic	Fluent
French	Fluent
English	Fluent

VII. AVANTAGES

- Permis de conduire B est un avantage.
- La connaissance des logiciels MS-Office est un avantage
- Expérience de travail avec l'OIM ou une agence spécialisée des Nations Unies est un avantage.