

SPECIAL VACANCY NOTICE LT10-2023-01

Open to Internal and External Candidates

Position Title	: Project Assistant – Case worker
Duty Station	: Vilnius, Lithuania
Classification	: General Service Staff, Grade G-4 (UN Salary Scale, 1315 EUR base salary per month, ~1270 EUR take-home pay per month, IOM income is tax exempted)
Type of Appointment	: Special Short Term (until 30 June 2023, with possibility of extension) / Subject to funding confirmation
Estimated Start Date	: As soon as possible
Closing Date	: 19.01.2023

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:

The conflict in Russia has led to the overspill of over 70 thousand forcibly displaced persons to Lithuania. Each person has unique needs, and unique intentions. The action under which the candidates will be selected shall contribute to the provision of targeted care interventions to the vulnerable Ukrainian refugees, who arrived in Lithuanian after 24th February 2022.

Under the direct supervision of the Programme Coordinator/ Crisis Response and under the overall supervision of the Head of office, the successful candidates will provide support case management and social work activities for Ukrainian refugees under the project Facilitation of Integration of Ukrainians in Lithuania (Hereinafter – Crisis Response). Crisis Response aims at effectively meeting the protection needs of Ukrainian refugees residing in Lithuania on an identified or referral basis and targets the individuals and/or families with specific, complex and/or multiple vulnerabilities. In line with IOM's policy of supportive protection, Crisis Response contributes to the protection of migrants and their rights with a complementary approach to existing systems and services in place.

Core Functions / Responsibilities:

1. Assist in establishing Standard Operating Procedures (SOPs);
2. Map existing services and services in both the national system and the humanitarian system that are available and accessible to Ukrainian Refugees in Lithuania;
3. Identify the needs and vulnerabilities of Ukrainian refugees;
4. Ensure quality case management through the development of individualized case-specific actions plans for vulnerable individuals;

5. Refer and escort if possible vulnerable migrants to available services;
6. Monitor costs related to Protection funds of the current project and ensure that vulnerable persons have access to services and items, as per project's eligibility criteria;
7. Provide feedback to the Programme Coordinator about gaps and challenges and take initiative to resolve emerging issues;
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- School diploma with four years of relevant experience; or,
- Bachelor's degree in Social Work or Social Sciences Development Studies, Migration Studies or related fields from an accredited academic institution with two years of relevant professional experience.

Experience

- Previous work experience in a similar role is an advantage;
- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- Experience in working in a multi-cultural environment;
- Computer literacy in standard software applications;
- Strong work ethics and commitment to humanitarian principles;
- Knowledge of main migration issues in Lithuania and current situation in the EU.

Skills

Position specific skills:

- Good spoken communication skills - ability to interact with various individuals as well as organizations, writing and presentation skills;
- Reliable, able to work under pressure, good organizational skills and drive for results;
- Driving licence and experience.

Languages

Excellent working knowledge of Lithuanian, English and Russian or Ukrainian are required for the position. Knowledge of any other language is an asset.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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: fully aware of team purposes, coordinates own work with that of the team to meet agreed priorities and to 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.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Lithuania will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications – **Questionnaire on Mandatory Requirements** (page 4 of this document), **CV** and **Cover Letter** to iomvilnius@iom.int by **19 January 2023** at the latest, with the advertisement reference number in the subject line (SVN LT10-2023-01)

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 05.01.2023 to 19.01.2023

Questionnaire on Mandatory Requirements for Local Recruitment in Vilnius, Lithuania

SVN LT10-2023-01, Project Assistant- Case Worker, G-4

Education

Do you have:

Bachelor's degree in Social Work or Social Sciences Development Studies, Migration Studies or a related field from an accredited academic institution with two years of relevant professional experience
yes no

OR

High School diploma with four years of relevant experience
yes no

Languages

Do you have fluency in English? yes no

Do you have fluency in Russian? yes no

Professional Work Experience

Do you:

- Have minimum 2 years of experience (or four years of experience for candidates with a first level university degree) working in social sphere?
yes no

- Have Experience working in an international organization in a multi-cultural setting an advantage
yes no

- Currently work with IOM?
yes no

Other

Are you currently holding a valid residence and work permit for Lithuania? yes no

Are currently or were previously any of your relatives employed by IOM? yes no

State any disabilities which might limit the performance of your work.
(Appointment is subject to compliance with medical requirements.)

When would you be available for employment upon being offered a position?

Immediately 15 days 1 month 2 months

Date:

Name:

Signature:

Please note: Failure to complete the questionnaire might result in the disqualification from the selection process.