



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications for External On-Call Escorts

Position TITLE : escort services

Duty station: Algiers, Algeria

Type of appointment: Contract for each escort mission

Estimated started date: as soon as possible

Closed Date: July 28th, 2021

Organizational context

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Under the general supervision of the Head of Programmes and the direct supervision of Senior Operations Assistant (Field Support), the External Escort is responsible for undertaking movement operations activities in the field, with the following duties and responsibilities:

Terms of reference

1. Assist refugees and migrants travelling under auspices of IOM on ground and air movements across Algeria, as well as during international flights.
2. Assist migrants with judiciary procedures as needed.
3. Verify refugees' and migrants' identities upon embarkation based on the passenger name list (passenger manifest) and any other indication received from the IOM office.
4. Distribute food and drinks to beneficiaries at embarkation points and report any discrepancies in breakfast/meals packages.
5. Act as IOM liaison at border, police or other check points to ensure smooth and safe passage.
6. Coordinate arrival/departures to/from destination with the relevant focal point.



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7. Attend to any special needs for refugees and other migrants, including but not limited to medical cases and unaccompanied minors.
8. When applicable, escort refugees and/or migrants to hotels for overnight accommodation and assist with room allocations and needs at the hotel until check-out. Ensure refugees/migrants embark for next destination.
9. Inform field team leader and relevant colleagues in the Algiers or any other office as per indication immediately of any delays, no shows, incidents, or other unforeseen circumstances.
10. Provide general support to the operations unit.
11. Perform any other duties that may be assigned.

NOTE: Duties are usually performed starting early hours and may include long working days and overnights.

IV. Competencies

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

Behavioural

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Monitors own work to correct errors

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients

Continuous Learning

- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities



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- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- 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
- Seeks input and feedback from others
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Education Degree Details:

Relevant experience in the NGO field or any other International Organization an advantage

Job Location: Algeria with international travel

Experience Requirements: 1 to 2 years

Education Degree: High School

French: Fluent

English: Fluent

Arabic: Fluent

Application Submissions Guideline:

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.
No late applications will be accepted.

How to apply:

Interested National candidates or candidates holding the Algerians residence and valid working permit are invited to submit their applications via email to hralgiers@iom.int by 28/07/2021.
For an application to be considered valid, IOM only accepts documentation duly completed (resume cv and intention letter).

Vacancy Number: Call for Cvs/2021/008

Only shortlisted candidates will be contacted.

Posting period: 15/07/2021 to 28/07/2021.