



IOM International Organization for Migration

## Vacancy Notice AT2023/05

### Open to Internal and External Candidates

Position Title : **Deputy Head of Policy Research and Migration Law**  
Duty Station : **IOM Country Office for Austria, Vienna**  
Classification : **General Service Staff, Grade G6 (80%-100%; part-time to full-time)**  
Type of Appointment : **One Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **05 September 2023**

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 Head of the Policy Research and Migration Law Unit, and overall supervision of the Head of Office, the incumbent is responsible and accountable for developing, supervising, coordinating and implementing research activities of the Policy Research and Migration Law Unit. The most important activity of the Policy Research and Migration Law Unit is the implementation of the National Contact Point Austria in the European Migration Network.

### **Core Functions / Responsibilities:**

1. Act as Deputy for the Head of Unit and perform her/ his duties when s/he is absent and/or for specific activities;
2. Assist in the supervision of researching and drafting of studies and reports on migration, integration and asylum issues within the Austrian and European context in the framework of the National Contact Point (NCP) Austria in the European Migration Network (EMN);

3. Author studies, informs, policy briefs and other migration and asylum related research outputs;
4. Conduct statistical analysis and data visualization for research outputs;
5. Present study outcomes and research findings to national stakeholders, in international fora and to senior management;
6. Contribute to the development and maintenance of a network of relevant stakeholders in the field of migration and asylum;
7. Support the activities related to the implementation and oversight of project work including monitoring budgets, expenses and donor reporting;
8. Assist in project development by drafting concept notes and project narratives; defining activities and results-based indicators as well as drafting the budget; identifying potential donors; and preparing submission packages for calls for proposals;
9. Plan, organize and prepare events, workshops and conferences in close coordination with supervisor;
10. Organize, chair and attend meetings if necessary and in coordination with supervisor;
11. General administrative support for projects and related activities;
12. Perform any other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Bachelors' degree or equivalent, in Law, Political or Social Sciences and/or International Relations or a related field from an accredited academic institution with four years of relevant professional experience. PhD and Master's degree or equivalent in these areas are a distinct advantage
- or
- High school degree with 6 (six) years of relevant experience.

### **Experience**

- Ability to draft clear and concise research papers in German and English;
- Experience with budgets, donor reporting and project development;
- Prior experience at IOM or other international organizations is a distinct advantage;
- Experience in working with statistics is a distinct advantage;
- Publications in the field of migration and asylum are an advantage; and
- Knowledge of the Austrian and EU migration and asylum policies and context.

### **Skills**

- Strong communication and presentation skills both written and oral;

- Excellent computer skills (MS Office, in particular MS Excel);

## Languages

Fluency in **English** and **German** (oral and written) is required.  
Knowledge of additional languages is an advantage.

## Required Competencies

### 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.
- 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 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.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their applications by 05 September 2023, 23:59 at the latest to [iomviennacohr@iom.int](mailto:iomviennacohr@iom.int) referring to this vacancy and using the subject line “*Family Name – application VN AT2023/05*”.

In order for an application to be considered valid, the application must contain a letter of motivation, a CV (both in English).

Only shortlisted candidates will be contacted.

***Posting period:***

From 17.08.2023 till 05.09.2023