



IOM International Organization for Migration

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Project Clerk (Cultural Mediator, Chinese)**

Duty Station : **Naples, Italy**

Classification : **Special Short Term – Grade Equivalent G3**

Type of Appointment : **Six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **OPEN**

Reference code : **SVN 2018 22 (E) (EXTENDED)**

Established in 1951, IOM is the United Nations related 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 overall supervision of the Head of Migration Management Unit, the direct supervision of the Project Manager, the incumbent will be responsible for providing cultural mediation assistance to the Italian Ministry of Interior – Public Security Department in Naples, Italy.

Core Functions / Responsibilities:

- Provide general support to the Ministry of Interior – Public Security Department at the Immigration Office and local Police Office in Naples;
- Translate from Italian into Chinese (Mandarin) and vice versa;
- Assist in the mediation activity in an objective and impartial way;
- Facilitate the understanding of national laws and administrative procedures;
- Remain available to travel from/to sites in the area of the assigned duty station;
- Assist the Area Assistant and Project Manager with the preparation of all relevant financial documentation related to the project (payment/reimbursement/travel);
- Any other related service, as required.

Required Qualifications and Experience

Education and Experience

High school Diploma.

At least 3 years of experience in cultural mediation in the framework of migrants' assistance.

Previous experience with international organizations, NGOs, EU Agencies and/or Italian Border Police would be an asset.

Languages

Italian and mother tongue in Chinese (Mandarin).

Knowledge of Cantonese and other Chinese dialects is considered an advantage.

Required Competencies

- Ability to build and maintain strong relationships with different stakeholders;
- Ability to listen and work with flexibility, integrity and professionalism;
- Ability to be proactive, with common sense and good interpersonal skills;
- Ability to work within a team in difficult and multicultural environments, under pressure, in close collaboration with various stakeholders;
- Capacity to learn and gain new competencies, while accepting/giving constructive criticism.

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.

A prerequisite of taking up the position is right of residence and right to work in the country of the duty station at the time of application.

How to apply:

Interested candidates are invited to submit their applications on [IOM Personal History Form](#) via e-mail at HR@IOMROME@iom.int.

The reference code **SVN (E) 2018 22 Cultural Mediator (Extended)** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

Candidates who do not possess the above requested qualifications will not be taken into consideration.
Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period: from 7 June 2018 → OPEN