Jobs.ua Ваш надійний помічник

Project Assistant

📍 Київ,

Компанія: IOM-International Organization for Migration

Рубрики: Офісний персонал

Побажання до співробітника

Освіта:	середня
Досвід роботи:	від двох років
Графік роботи:	повний робочий день

Опис вакансії

Requirements, wishes: **Required Qualifications and Experience**

Education

- Five years of working experience with secondary education; or three years of working experience with Bachelor's degree in Social Sciences or related field from an accredited academic institution.

Experience and Skills

- · Thorough knowledge of English;

- · Ability to use own initiative and work under pressure with minimal supervision;

- · Excellent computer skills - Word, Excel and Internet;

- **Strong** interpersonal and communication skills;

- · Attention to detail and ability to organize;

- · Self-motivated and objective driven.

Languages

Fluency in **English, Ukrainian and Russian** is required

Duties: **Core Functions / Responsibilities:**

1. 1. Undertake case management activities in an assigned area or areas, such as file integrity, program access, pre-screening, field team, adjudications support, scheduling or pre-departure services, and, as required, guide and monitor teams of Project Clerks and Project Assistants in organizing and completing case management activities in an assigned area.

1. 2. Efficiently and effectively manage refugee case files and medical records, including, if assigned, verifying the creation of new case files, the timely and accurate distribution of case files, that all returned files are promptly filed, that the file tracking system is used to keep comprehensive track of files, and those files are scanned and transformed into travel packets as needed.

1. 3. Undertake refugee form fill and casework interviews for the purposes of recording case histories and biographical information, including, if assigned, correctly entering data into START and other databases, verifying information previously entered, such as biographic and family information, and, as needed , scanning, photocopying, attaching and filing documents, translating documents, and photographing applicants in accordance with established Standard Operating Procedures (SOPs).

1. 4. In coordination with supervisors, organize and schedule refugee appointments, including, if assigned, running ad hoc reports, creating schedules in START or another database, entering schedule data, updating schedules, overseeing the issuance of notifications and confirmation of appointments, arranging interpretation services and assisting with circuit ride logistics.

1. 5. In relation to the adjudication of refugee case files, as assigned, assist supervisors in supporting USCIS officers, conduct briefings for refugee applicants, ensuring accurate information is shared regarding timelines, expectations, fraud, malfeasance and case processing, and, as needed, provide interpretation during interviews, perform data entry, provide logistical support and notify refugees of results.

1. 6. Verify START is updated as needed with refugee application data, biographical and other sensitive information such as interview dates, US Citizenship and Immigration Services (USCIS) interview and fingerprint results, medical data and resettlement location preferences, and, if assigned, guide the activation of processes such as program access verification, security checks or assurances as required.

1. 7. Utilizing reports, conduct regular quality assurance checks of case files and data in START to ensure the accuracy of all case information and the RSC's compliance with all USRAP and RSC SOPs in relation to case files.

1. 8. In coordination with supervisors, liaise as needed with other teams and units in RSC Eurasia and other RSCs. Provide regular reports on the work being accomplished within the team to supervisors and team members.

1. 9. Train other Case Management team members as needed to efficiently and effectively manage refugee case files, conduct full refugee interviews, organize and schedule refugee appointments, update START, conduct quality assurance of files and case data and support the USCIS adjudication.

1. 10. Undertake duty travel as needed to participate in refugee interviews and USCIS adjudication circuit rides.

1. 11. Demonstrate an in-depth understanding of the USRAP, SOPs and START, as well as the ability to remain professional, impartial and unbiased during all interactions with refugee applicants and colleagues.

1. 12. Maintain the confidentiality and integrity of all RSC-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert RSC management of any non-compliance to SOPs or codes of conduct by RSC staff members.

1. 13. Perform such other duties as may be assigned.

Conditions: **How to apply:**

Interested candidates are invited to submit their application including **a CV and a completed Personal History Form in English by email to: rscrecpl@iom.int** specifying the vacancy reference number **PLVN22-014 and full name in the subject line**.

Please click this link to access Personal History Form (four pages)

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 29 December 2022 to 13 January 2023

Контактна інформація

Контактна особа:	IOM-RSC
Сайт:	https://poland.iom.int/pl/oferty-pracy
Адреса:	Warsaw, Poland