



IOM International Organization for Migration  
OIM Organisation internationale pour les migrations  
OIM Organización Internacional para las Migraciones

IOM Oslo is looking for a **VARP & Liaison Coordinator** according to the Terms of Reference below. Interested candidates are invited to submit their applications by 22 April 2018 at the latest, referring to this advertisement.

### **OPEN TO INTERNAL AND EXTERNAL CANDIDATES VACANCY NOTICE**

Reference: VARP & Liaison Coordinator  
Duty Station: Oslo, Norway  
Position Title: **VARP & Liaison Coordinator**  
Type of Appointment: One Year Fixed Term (1YFT) contract  
(G, Full-time 40 hours/week, 12 months – with possibility of extension)  
Estimated Starting Date May/June 2018

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 employs 10,000 operational staff spread over 470 field offices in more than 100 countries, some 35 of whom comprise IOM Norway. IOM Norway's dedicated team are engaged in various projects targeting different categories of migrants including refugees, victims of human trafficking, unsuccessful asylum seekers and migrants in irregular situation and are now seeking another motivated and enthusiastic colleague.

In Norway, IOM runs the Voluntary Assisted Return Programme (VARP). The programme aims to provide migrants with support to return to their home country in a humane and dignified manner, should they be unwilling or unable to stay in Norway.

#### **General Functions:**

Under the direct supervision of the Programme Manager and under the general guidance of Chief of Mission the successful candidate will perform the following duties:

1. Oversee, support and coordinate the daily work of the counseling casework and reception to ensure the effective running of all activities. This includes staff and case management and performance monitoring, and making monitoring and evaluation reports on the programme.
2. Develop, write and update routines, guidelines and written documentation related to VARP case management in coordination with the Programme Manager.
3. Advise and support colleagues on individual cases to build their capacity as caseworkers. Take an active role in the development of staff.

4. Provide general information on VARP to a variety of stakeholders.
5. Consolidate both narrative and statistical reports for VARP as required.
6. Liaise with IOM HQ and regional and country offices on VARP-related issues.
7. Liaise with UDI, PU, UNE and other stakeholders as required for programmatic updates and improvements with the aim of improving the assisted voluntary return and reintegration work in Norway.
8. Advise the Programme Manager and Chief of Mission on VARP related issues and advise on new possible VARP related projects and potential challenges to the VARP activities.
9. Advise and support colleagues, as well as liaise with authorities on individual case processing if needed. Act as the focal point on all VARP case coordination with Norwegian Immigration authorities.
10. Function as the IOM Norway Focal Point for external visiting delegations interested in VARP related issues.
11. Coordinate special movements and all escorts (not VG cases).
12. Act as focal point for the VARP Database (error, updating and communication with Manila).
13. Responsible for overseeing VARP documentation and archiving.
14. Step-in for the Programme Manager when absent.
15. Undertake duty travel and escort assignments if required and assist in any other operational duties that may be assigned.

#### **Competencies:**

- a) Strong oral and written communication skills in both English and Norwegian;
- b) Ability to make effective decisions under time pressure;
- c) Relevant working experience concerning migration issues and/ or project-related work, Counselling services and case work;
- d) Good level of computer literacy, in particular analytical skills in Microsoft Excel;
- e) Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- f) High level of structure, attention to detail and ability to multitask and work under pressure;
- g) Ability to manage multiple projects and deadlines contemporarily;
- h) Strong organizational skills and time-management skills;
- i) Strong social and interpersonal skills for implementing change and communicating with relevant internal and external parties.

#### **Education and Experience:**

- a) Bachelor Degree in Migration Studies, Political Science, International Relations, Development Studies or related field and minimum 3 years' experience. Mater Degree is a strong advantage.
- b) Strong knowledge of migration issues – both in Norway and globally – and solid understanding of the Norwegian asylum system.
- c) Demonstrate understanding the dynamics of return migration from the perspective of migrants, host governments as well as governments and communities in country of origin.
- d) Experience in managing teams, including supervising and evaluating staff.
- e) Strong liaison experience with a variety of different stakeholders.
- f) Advanced proficiency in information technologies.

#### **Languages:**

Excellent knowledge of spoken and written English and Norwegian. Additional languages are an advantage

**How to apply:**

Interested candidates are invited to submit their CV and application letter in English by email to [iomoslojobs@iom.int](mailto:iomoslojobs@iom.int) no later than 22 April 2018.

**Contact:**

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