Vacancy Announcement 15P024V01

Migration Information Centre Counsellor
(Long Term Expert)

Support to the Silk Routes Partnership for Migration under the Budapest Process

Duty station: Islamabad and Lahore, Pakistan
Start date: 1st December 2015
Duration: 10 month – 40 h/week (with a possibility of extension)
Required Languages: English, Urdu, knowledge of Pushto an advantage
Deadline for applications: 22.11.2015
Issue date: 05.11.2014
Vacancy Reference: 15P024V01

The International Centre for Migration Policy Development (ICMPD), an international organisation with its headquarters in Vienna, Austria, is looking for qualified candidates to fill the above-mentioned position.

The project “Support to the Silk Routes Partnership for Migration” has been developed in the framework of the Budapest Process, one of the longest standing cooperation frameworks on migration for Europe and its eastern neighbours. Since 2010 the so called Silk Routes countries – among others Afghanistan, Iraq and Pakistan - joined the process as new participating states.

The present project aims at contributing to the concrete implementation of the Silk Routes Partnership for Migration under the Budapest Process by strengthening the migration management capacities of the Silk Routes countries Afghanistan, Iraq and Pakistan. The project seeks to support the national institutions of Pakistan, namely the Ministry of Overseas Pakistan & Human Resource Development (MOPHRD) and the Labour & Human Resource Department of Punjab, and specifically the Bureau of Emigration and Overseas Employment (BOE&OE), by establishing, as a pilot, a Migrant Information Centre (MIC) in Islamabad and Lahore. Through collective collaboration of other key stakeholders, namely Overseas Pakistanis Foundation (OPF), Overseas Employment Cooperation (OEC), NAVTTC, Welfare Workers Fund (WWF), the Industrial Relations Institute (IRI), the centre aims to increase accessibility to general and specific information on migration, providing potential migrants with information and counselling, as well as raising awareness on irregular migration and its related risks.

The successful candidates will work as Migrant Information Centre Counsellors, supporting intending/potential migrants by providing them with accurate, reliable, up to date information on migration with the support from the Pakistani government authorities.
Tasks and Responsibilities

The successful candidate performs the following specific tasks:

- Providing migration counselling to a variety of clients who visit and attend the MIC, including initiating and following up on referrals;
- Collect information from all concerned stakeholders of services and ongoing programmes/projects regarding prospective migrants and migrant workers, and design and develop leaflets to share information with MIC visitors;
- Identify potential information to be included in information materials (including printed and video materials);
- Mapping of all concerned stakeholders and establish referral mechanisms for prospective migrants and migrant workers;
- Providing paralegal advice to pre-departure migrants, migrant workers, returned migrants and members of their families;
- Effective information and service delivery to potential migrants and migrant workers who come to the MIC;
- Contribute to pre-departure orientation courses and trainings delivered by the MIC and the protectorates offices;
- Contribute to the trainings targeting the representatives of the government, media and the civil society;
- Running the filing system that tracks the movements of clients who have accessed MIC services and protects copies of documents;
- Entering data for each client on a regular basis, using the completed client cards (or similar);
- Organise meetings, prepare agenda and meeting minutes to share;
- Organising and running outreach activities, organise and participate in related events to share MIC intervention and material;
- Coordinate and work closely with consultants on tasks related to service delivery in the MIC;
- Efficiently documenting relevant information such as maintaining all forms of reporting and data collection using appropriate data collection methods, including client cards (or similar tools);
- Drafts documents, work plans and budgets; organises, prepares and participates in meetings, seminars, workshops and missions;
- Ensuring the MIC waiting area and counselling space is appropriately stocked with materials for potential migrants and their family members and maintaining the library of resources;
- Developing periodic monthly reports of the MIC activities on agreed format and timelines;
- Perform other duties, as required.

Qualification and Experience

- Bachelor degree in Law, Social Science, Public Administration or related fields;
- Fluency in English and Urdu (oral and written proficiency) is required. Pushto and Sindhi are an advantage;
- Former work experience and excellent understanding of the Pakistani administration, especially with regard to migration issues;
- Prior experience and comprehensive understanding of effective service delivery and outreach, social work or counselling;
- Excellent background knowledge on recent economic, social and political developments in Pakistan;
- Clear and sound understanding of migration issues, especially within the framework of external cooperation;
- An attitude of openness and commitment to human rights and gender equality principles;
- Minimum of two (2) years of related professional experience;
- Ability to plan, manage priorities to meet deadlines, and work under pressure on occasion in a highly stressful environment;
- Ability to establish good work-relations with the Government of Pakistan and a multinational, multi-disciplinary team;
- Excellent inter-personal and communication skills.

Remuneration

ICMPD offers a competitive national salary commensurate with the successful applicant’s experience and education.

Contact

Please address all your enquiries to vacancy@icmpd.org, indicating vacancy number and title of post in the subject line.

Application Procedure

Interested candidates are requested to submit their application through the ICMPD online recruitment system at http://www.icmpd.org/Current-Vacancies.1665.0.html by midnight (CET) of the closing date specified above. For this purpose, you will first need to register with the ICMPD website. Once you have entered your data you will be able to quickly apply for further vacancies and ICMPD can contact you if opportunities matching your profile arise in the future.

Please note that in the course of the online application you are requested to upload your CV in the EuropeAid format. The template is available for download at http://www.icmpd.org/Current-Vacancies.1665.0.html.

Should you experience technical difficulties with the online application system please send your application per e-mail to vacancy@icmpd.org, specifying the type of difficulties you encountered.

Recruitment starts immediately upon publication of this vacancy announcement and posts may be filled already before the indicated application deadline. Therefore, we encourage you to submit your application early. Only short-listed applicants will be contacted.

Interviews will be held from 23 to 27 November 2015. Applicants are expected to be available during this time period for a personal/telephone interview.