



Organización Internacional para las Migraciones (OIM)
El Organismo de las Naciones Unidas para la Migración

Vacancy for Legal Advisor/Case Worker

Position : **Legal Advisor/Case Worker**
Location : **Murcia, España**

Contract : **9 months (possibility of extensión)**
Estimated starting date : **1 April 2020**

Deadline applications : **18 March 2020**

Created in 1951, the International Organization for Migration (IOM) is the main intergovernmental organization in the field of migration and works closely with government, intergovernmental and non-governmental partners. IOM is dedicated to promoting human and orderly migration for the benefit of all. In that task, he offers 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:

IOM will implement a joint project engaging IOM Missions across multiple EU Member States, coordinated and managed by IOM UK. Each IOM Mission will reach out to UK Nationals (UKN) in their country to raise awareness, share information on residency requirements, and provide direct support to vulnerable UKNs and family members to complete their applications.

Core Functions / Responsibilities:

Under the general supervision of the IOM Head of Office in Spain and the direct supervision of the project, the candidate will be responsible for:

Outreach

- Coordinate, develop and organize outreach events in Murcia including preparation of information sessions;
- Develop information materials and other supporting documents for target groups;
- Maintain liaison with British communities, relevant governmental entities as well as local NGOs;

Casework

- Make a thorough review of the Agreement on the withdrawal of the United Kingdom from the European Union;
- Keep track of all circular issued by the Spanish authorities on the application of the above-mentioned agreement and their implications at local level;
- Identify vulnerable UK nationals residing in Spain to provide them with legal advice and accompaniment;
- Provide comprehensive individual legal counselling to vulnerable UK nationals identified, during one-on-one meetings, via email or by telephone;
- Prepare records on individual cases, performs case management and maintain beneficiaries' folders;
- Communicate with external partners and relevant actors on related legal and social issues;

Reporting, Monitoring and Evaluation

- Gather and archive data, information and supporting documentation necessary for the project implementation;
- Assist in evaluation and reviewing of the project progress, including financial monitoring of the relevant budget expenditures in order to ensure effective planning of project activities;
- Actively participate in the meetings of the project team, as well as attend official meetings and appointments if needed;
- Perform general office maintenance tasks including: logistics, and procurement of technical equipment and office supplies.
- Prepare narrative and statistical as required;
- Participate on other project-related activities, as needed;

Required qualifications, experience and skills:

- Good communication, analytical and organization skills;
- Personal commitment, efficiency and ability to take initiative;
- Able to work harmoniously in a diverse, multicultural environment;
- Experience in working with representatives of governmental institutions, civil society and the private sector;
- Experience in developing and implementing project activities related to immigration law and migration issues;
- Strong planning skills and strong in keeping deadlines;
- Flexible, reliable team player with proven networking, negotiation, and partnership building skills;
- Excellent knowledge of Microsoft Office applications such as Word, Excel etc.

Education and experience

Master's degree in Law from an accredited academic institution with two years of relevant professional experience;

Or

University degree in Law with four years of relevant professional experience.

Languages

Perfect command of English and Spanish

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.

Core Competencies

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Planning and Organizing - plans work, anticipates risks, and sets goals within their area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

Other:

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Spain will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications – **IOMs Personal History Form and Cover Letter** to btrenor@iom.int by 18 March 2020 midnight at the latest, referring to this advertisement. The subject line must contain the reference “Vacancy Legal advisor and case worker Murcia”.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period: From 10.03.2020 until 18.03.2020