



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR CVs

Duty Station : **Estonia**
Position Title(s) : **Civic Orientation Trainer in Ukrainian language**

Type of Appointment : **Consultancy**
Duration of Assignment : **Hourly based**
Estimated Start Date : **As soon as possible**

Closing Date : **6 March 2022**
Reference Code : **EE10-CFCV-2022-02**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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 Country Office in Estonia is looking for civic orientation (CO) training facilitators, who will assist IOM Estonia in carrying out four-day training sessions for beneficiaries of international protection in Estonia. The trainings are carried out according to the training methodology and materials developed by IOM in line with defined topics covered during the session. The successful candidates will receive induction and will work under direct supervision of project coordinator.

The trainings are carried out in the framework of Welcoming programme and within project “Welcome Sessions for Beneficiaries of International Protection in Estonia” co-funded by the European Asylum, Migration and Integration Fund (AMIF) and by the Estonian Ministry of the Interior

The duties and responsibilities of the consultant include:

- Preparing and carrying out 4-day training session to target groups
- Development of training reports
- Provision of input into training curricula and activities based on training sessions

The training sessions are subject to availability of target groups.

Desirable Competencies:

Competencies

- a) Being capable of working in a multicultural environment
- b) Excellent communication skills (written and oral),
- c) Experience in drafting analytical and field research based reports
- d) Good presentation skills; ability to present in public forums;
- e) Ability to handle confidential and sensitive information;
- f) Good level of computer literacy;
- g) Ability to work under pressure

IOM Country Office in Estonia:
Ahtri 12 • 10151 Tallinn • Estonia

Tel: +372 6116088 • Fax: +372 6116089 • E-mail: iomtallinn@iom.int • Internet: <http://www.iom.int>

Behavioural

a) Accepts and gives constructive criticism and follows all relevant procedures, processes and policies; b) Works effectively with all clients and stakeholders; c) Plans work, anticipates risks and set goals within areas of responsibility; e) Proactively develops new ways to resolve problems; f) Works effectively with people from different cultures by adapting to relevant cultural contexts; g) Persistent, calm, and polite in the face of challenges and stress;

Technical

a) Effectively coordinates actions with other implementing partners; b) Delivers on set objectives in hardship situations; c) Good IT skills in relation to MS Office Package; d) available for domestic duty travel.

Desirable Qualifications and Experience:

a) Prior experience in teaching/training b) prior experience in migration, particularly integration related issues is an asset; c) good knowledge on Estonian culture, state and society.

Languages:

In addition to Ukrainian, fluent command of spoken and written English is a requirement. Knowledge of Estonian and any other languages is an asset.

Other

- a) Appointment will be subject to certification that the candidate is medically fit for appointment, does not hold a criminal record and verification of residency, visa and authorizations by the concerned Government, where applicable.
- b) As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.
- c) More information on the programme is found on www.settleinestonia.ee

How to apply:

Interested candidates with the required qualifications should submit a cover letter and a CV to iomtallinnhr@iom.int quoting the above reference code. Only shortlisted candidates will be contacted. Unfortunately, we are not able to answer phone/email inquiries at this stage.