



International Organization for Migration (IOM)  
The UN Migration Agency

## **CALL FOR APPLICATIONS**

### **CFA Airport Assistant (Paris)**

#### **Open to Internal and External Candidates**

This is a request for CVs/expression of interest for the position below.  
The International Organization for Migration is seeking qualified candidates to join the IOM team.

Position Title : **Airport Assistant**  
Duty Station : **Paris, France**  
Classification : **Employee**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
**Part-time: 50%**

Estimated Start Date : **1 January 2020**

Closing Date : **November 30, 2019**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this Call for Applications.

Under overall supervision of the Head of Office (HoO) and the direct supervision of the Operations Officer, the successful candidate will be responsible for providing effective and efficient support to IOM Paris. The incumbent will be requested to:

1. Assist and guide IOM migrants upon arrival in CDG through the border control, customs and security check until their departure;
2. Assist and guide IOM migrants arriving in CDG in the framework of the French resettlement programme; assist through the border control and customs until their departure with NGO, bus company or train;
3. Buy food and drinks to migrants whenever necessary and as instructed;
4. Keep a financial record of all expenditures and make sure the balance is correct; record all financial transactions linked to the CDG movements on a daily basis and report them to the accounting unit;
5. Maintain regular and good contacts with airline airport staff, partners and counterparts at the airport as well as border police and all actors involved at the airport and other places of departure (i.e train station);

6. Support IOM transit assistance in Paris CDG in coordination with the IOM colleagues in the departure and arrival countries whenever necessary;
7. Create files of the incoming transit requests, inform Immigration authorities about passengers transiting at CDG Airport, and coordinate with IOM mission involved;
8. Report all possible unusual issues occurred during airport duties to the Operations Officer and write an incident report;
9. Perform any other duties as may be assigned

## ***Required Qualifications and Experience***

### **Education**

- Secondary School Diploma; University degree in Business/Office Administration is an asset;

### **Experience**

- Three years of relevant work experience;
- Operational experience in refugee and migration related issues is an asset;
- Working experience at the airport, for a transportation company or a travel agency is an asset;
- Good IT skills in relation to database management and MS Office Package;

### **Languages**

Fluency in French and English is required.

## ***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***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The candidate must be available to work flexible hours when on duty at the airport .

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

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

***How to apply:***

Interested candidates are invited to submit their applications – Personal History Form and Cover Letter to [iomparis@iom.int](mailto:iomparis@iom.int) by 30 November 2019 midnight at the latest, referring to this advertisement. **The subject line must contain the reference “CFA Airport Assistant (Paris)”**.

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

**Only shortlisted candidates will be contacted.**

***Posting period:***

**From 14.11.2019 until 30.11.2019**