



IOM International Organization for Migration

CALL FOR APPLICATIONS

Ref: CDG/OPS 2016

Duty Station: IOM Paris, France
Position Title: Junior Operations Assistant
Type of Appointment: 6-month fixed term contract with possibility of extension
Organizational Location: Operations
Estimated Starting Date: 3rd October 2016

General Functions:

1. Assist migrants and refugees transiting under IOM auspices at Paris-Charles de Gaulle airport. This position requires a daily presence at Charles-de Gaulle airport (as of 5.30 a.m.). Working hours are not fixed and may vary from a week to another.
2. Coordinate the movement management with IOM sending missions and assist the Senior Operation Assistant in preparing the weekly flight schedule;
3. Liaise with the authorities at Paris-Charles de Gaulle airport;
4. Prepare narrative and statistics report;
5. Any other tasks as may be assigned by the CoM

Desirable Qualifications:

Bachelor's Degree required.

The applicant should be able to work with a variety of professionals (Border police, airport staff, airlines staff...) S/he should be willing and able to work harmoniously in a diverse, multicultural environment.

Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints.

Working knowledge of Microsoft office applications such as Word and Excel.

Languages: Working knowledge of French and English required. Proficiency in Literary Arabic is highly appreciated (Lebanese/Syrian dialect(s) is an asset).

How to apply

Internal and external candidates should submit a letter of interest and a CV.

Please submit your application to iomparis@iom.int by 14th September 2016, indicating the vacancy reference (CDG/OPS 2016) in the subject line.

The vacancy is open for internal and external candidates, **holding a work permit in France.**

Only shortlisted candidates will be contacted.