OPEN TO INTERNAL AND NON-REPRESENTED MEMBER STATES CANDIDATES

Position Title: Project Manager
Duty Station: Kabul, Afghanistan
Classification: Professional Staff, Grade P3
Type of Appointment: Fixed term, one year with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: February 12, 2016
Reference Code: VN2016/22(P)-INT

Established in 1951, IOM is the leading inter-governmental organization 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 has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favourably considered:

Algeria, Antigua and Barbuda, Bahamas, Belize, Benin, Botswana, Cambodia, Cape Verde, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guinea, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Maldives, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Timor Leste, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam

Applications from qualified female candidates are especially encouraged.

Context:

Under the direct supervision of the Chief of Mission in Afghanistan and in coordination with the relevant units in Regional Office (RO) Bangkok and Headquarters (HQs) the successful candidate will be responsible for the overall management of the project “Combatting Human Trafficking in Afghanistan” as well as ad hoc Counter Trafficking (CT) activities.
**Core Functions / Responsibilities:**

1. Manage the overall implementation of the project “Combatting Human Trafficking in Afghanistan” and be responsible for its financial, administrative, and technical implementation, in compliance with IOM policies and standards, as well as donor requirements.

2. Develop and maintain work plans, implementation strategies, and expenditure plans to ensure timely implementation and achievements of project activities and results.

3. Provide direction, technical guidance, monitoring and oversight support of all CT project activities in Afghanistan.

4. Oversee the development of training curricula as well as the delivery of effective trainings including Trainings of Trainers (ToT) and other capacity-building support to relevant stakeholders including government officials at the national, provincial, and local levels, as well as law enforcement and judicial officials, shuras, (including women’s shuras) and community elders in consultation with IOM’s global counter-trafficking experts including Regional Thematic Specialists for Migrant Assistance in Bangkok and Vienna.

5. Provide leadership, guidance, and training to programme staff and consultants.

6. Establish and maintain strong partnerships and liaison with government entities, embassies, UN agencies, NGOs and other stakeholders in Afghanistan.

7. Maintain an updated record of cases and files for the project and ensure data confidentiality. Coordinate knowledge management within the project for the purpose of monitoring and evaluation, team and organizational learning, reporting, and innovation.

8. Regularly review and consult with the Chief of Mission, Senior Programme officer, Regional Thematic Specialists (RTS) for Migrant Assistance in Bangkok and Vienna, and project staff on the overall direction and strategy of the project for effectiveness, coherence and integrity, working to build linkages and synergies with other IOM projects and programmes, where relevant.

9. Coordinate closely with government partners and USAID on project implementation.

10. Oversee the selection and recruitment of staff to carry out project activities, in close coordination with the Senior Programme Officer.

11. Provide technical assistance to government and civil society organizations in Afghanistan to improve the provision of assistance and protection services to Victims of Trafficking (VoTs) and other vulnerable migrants, in coordination with RO in Bangkok and IOM Missions in the Central Asia Region. Provide training and facilitation services for capacity-development workshops.

12. Support the development of a national referral mechanism for VoTs and coordination structures in Afghanistan to strengthen the identification, referral, and protection of Victims of Trafficking (VoTs) and other vulnerable migrants.
13. Lead the design of monitoring and evaluation tools and ensure that all relevant IOM staff and stakeholders are appropriately trained on their importance and use. Monitor project progress to document and evaluate results, increase effectiveness, and recommend appropriate action.

14. In coordination with the Senior/Resource Management Officer and project support unit (PSU), prepare donor and other reports and ensure timely submission, in line with donor requirements and IOM procedures and standards. Prepare regular briefings, summaries, press releases and other relevant information materials, as required.

15. Develop informational materials and ensure communication and visibility in line with donor requirements.

16. Represent IOM at relevant seminars and meetings, as well as other events aimed at promoting IOM's image and activities.

17. Contribute to development of project proposals and follow-up actions, in line with IOM's mandate and strategy, and in coordination with the relevant RTSs.

18. Undertake site visits and duty travel as required.

19. Perform such other duties as may be assigned.

**Required Competencies**

**Behavioural**

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Creates a respectful office environment free of harassment and retaliation and promotes the prevention of sexual exploitation and abuse (PSEA);
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

**Technical**

- Effectively interfaces with government officials of appropriate level on matters related to substantive migration issues and the work of IOM;
- Effectively applies knowledge of migration issues within organizational context;
- Correctly frames migration issues within their regional, global, and political context.
**Required Qualifications and Experience**

**Education**

- Master’s degree in Political Science or Social Sciences, International Relations, Law, Migration Studies or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

**Experience**

- Experience in the field of migration management, specifically related to migrant assistance and/or counter-trafficking, including project management;
- Familiarity with IOM guidelines and policies on migrant assistance;
- Demonstrated expertise in project cycle management, including project development, management, monitoring, reporting, and evaluation;
- Demonstrated experience in compliance and reporting, in line with IOM procedures. Experience with management and/or compliance of EU-funded projects;
- Experience in regional coordination, regional strategies, and/or regional project implementation;
- Work experience in two or more regions;
- Demonstrated experience in institutional capacity development and technical cooperation with government entities;
- Experience in developing training curriculum and methodologies and delivering training to a wide range of stakeholders;
- Experience in liaison and cooperation with governmental authorities and UN partners;
- Experience in drafting or leading group efforts to draft IOM publications, such as handbooks, technical guidance, research reports, etc. Experience in coordinating editorial, lay-out, and publication processes.

**Languages**

Fluency in English is required. Working knowledge of French and Spanish is an advantage.

**How to apply:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by February 12, 2016 at the latest, referring to this advertisement.

For further information, please refer to:

[http://www.iom.int/how-apply](http://www.iom.int/how-apply)

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.
Only shortlisted candidates will be contacted. You can track the progress of your application in your personal application page in the IOM e-recruitment system.

**Posting period:**

From 29.01.2016 to 12.02.2016

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