Position Title: Operations Officer (Migration and Development)
Duty Station: Geneva, Switzerland
Classification: Professional Staff, Grade P2
Type of Appointment: Fixed term, one year with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: 24 October 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states: Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Djibouti; El Salvador; Fiji; Gabon; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Libya; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

This position falls under the Global Programme on Making Migration Work for Development (Phase III) funded by the Swiss Agency for Development and Coordination and jointly implemented by IOM and UNDP. The programme will have a global with direct country level implementation in Ecuador, Morocco, Nepal, Serbia, Senegal and Tunisia and association with Bangladesh, Jamaica, Kyrgyzstan, Moldova and the Philippines.

This third phase of the programme will build on the achievements of the previous two Phases of the Joint Global Programme on Mainstreaming Migration into Development Strategies that have been implemented by IOM in partnership with UNDP since 2011, as well as the results of the UN Joint Migration and Development Initiative (JMDI). Together, the two initiatives have contributed to the development or amendment of 179 migration sensitive laws, policies,
strategies and action plans to guide governments’ efforts to better manage migration for development; helped enhance knowledge and cooperation of more than 5,000 officials and partners in 13 target countries.

The third proposed phase of the Programme aims to further solidify results and achievements reached to date and help translate policy-oriented and process driven actions into concrete results on the ground. Specifically, migrants and communities will be able to exert positive development impact from migration through more coherent and results oriented policies and implementation mechanisms and stronger involvement of local authorities, private sector and diaspora and global advocacy. To achieve this, the programme will continue to support governments in the 6 target countries to apply a ‘whole-of-government’ approach to migration governance with a new focus on four main sectoral areas: (i) health; (ii) economic inclusion and employment; (iii) education and; (iv) social security and human rights, which will have a direct impact on enhancing the well-being of migrants, their families and their communities in the target localities. In order to ensure successful implementation at the local level, governments at local and national level will be supported to set up vertical coordination mechanisms.

Moreover, the programme will ensure the strategic inclusion of diaspora and migrants associations as well as the private sector in the development and implementation of the action plans for enhanced effectiveness and development impact. The implementation will be monitored and reported on against a robust results-monitoring framework that will be aligned with the 2030 Agenda for Sustainable Development as well as the Global Compact for Migration.

The third phase will therefore also allow for a full analysis and understanding of the entire mainstreaming process from setting out to monitoring and reporting on the results after implementation and aligned with and supportive of the roll out of IOM’s Migration and Sustainable Development Strategy Finally, the results and lessons learnt from this phase will continue to be fed into relevant global dialogues and the UN Network for Migration for enhanced global understanding of how to effectively ensure policy coherence in migration governance for development.

Under the direct supervision of the Programme Manager, the successful candidate provides technical guidance and assistance for the execution of programme planning, administration, communication and operations services for the Programme Management Unit, facilitating effectiveness, transparency and integrity.

Core Functions / Responsibilities:

I. Planning and administrative support to PMU programme management

1. Ensure the provision of scheduling, preparation and coordination support for programme meetings, events and activities.

2. Support the organisation and logistics for PMU monitoring missions in the target countries.

3. Support the organisation and logistics of peer learning among programme stakeholders virtually and on site.

4. Draft narrative reports for donors as per contractual requirements and any other reporting tasks as required.

II. Providing communications services

5. Contribute to the development and implementation of a communication plan for the programme in line with the programme’s knowledge management strategy.
6. Disseminate news, tools, information and good practices from the programme via social media, the M4D Net and other channels as needed.

7. Support the maintenance of the M4D Net.

III. Providing operations services

8. Track and follow up on the financial, HR and procurement aspects of programme activities and check compliance with IOM rules, regulations, and policies. Bring issues of non-compliance to the attention of the supervisor and recommend remedial action.

9. Support the monitoring of funds disbursement to IOM country offices, UNDP and PMU expenditure in close partnership with programme Focal Point in target countries and regularly provide a consolidated picture to the Programme Manager.

10. Ensure the organization of travel for PMU staff members in cooperation with Staff Travel Coordination unit.

11. Assist in the preparation of inventory reports, including implementation of inventory control.

12. Draft financial reports to donors as per contractual requirements.

13. Perform such other duties as may be assigned.

**Required Qualifications and Experience:**

**Education**

- Master’s degree in Business Administration, Public Administration, Finance, Economics or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

**Experience**

- Two years of relevant experience at the national or international level in project administration, management, communication and/or operations support;
- Experience in the usage of computers and office software packages;
- Experience in handling of web-based management systems, experience developing and monitoring workflows/work plans.

**Languages**

IOM’s official languages are English, French and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge of French and/or Spanish is an advantage.

1 Accredited Universities are the ones listed in the UNESCO World Higher Education Database (https://whed.net/home.php).

**Required Competencies:**
Values - all IOM staff members must abide by and demonstrate these three 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** – behavioural indicators level 2

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**Managerial Competencies** – behavioural indicators level 2

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization’s vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization’s goals and communicates a clear strategic direction.

IOM’s competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

**Other:**

Internationally recruited professional staff are required to be mobile.

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

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station’s country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

**How to apply:**
Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 24 October 2019 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

**Posting period:**

From 11.10.2019 to 24.10.2019

**No Fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: VN2019/269(P)-OperationsOfficer(Migration&Development)(P2)GenevaSwitzerland (56185804) Released
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