

Position Title : **Project Coordinator**
Duty Station : **Geneva, Switzerland**
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 : **28 November 2019**

THE POSTING HAS BEEN ALREADY CLOSED. PLEASE DO NOT APPLY.

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:

The Department of International Cooperation and Partnerships (ICP) is responsible for following developments, analysing and leading on migration policy at the international level, in close collaboration with other Headquarters (HQ) departments, the Special Liaison Office in New York and the field, in particular Regional Liaison and Policy Officers (RLPOs). This includes ensuring appropriate participation in and contributions to the work of bodies such as the United Nations (UN) Network on Migration, the UN General Assembly, and the Global Forum on Migration and Development (GFMD).

Under the overall supervision of the Director of ICP and the direct supervision of the Senior Migration Policy Advisor, ICP, the Migration Governance Indicators (MGI), the successful

candidate will oversee and ensure coordination between the different streams of activities of the MGI. The Project Coordinator will work on developing partnerships, strengthening relations with donors, including for reporting purposes. S/he will also be responsible for increasing the understanding of the MGI among IOM staff and external stakeholders.

Core Functions / Responsibilities:

1. Lead on the coordination all activities related to the MGI and supervise the work of project staff members and consultants in MPD.
2. Manage and strengthen the overall direction and strategy of the project for effectiveness on a regular basis and build linkages with other IOM programmes and tools.
3. Lead on the development and implement the visibility strategy for the MGI.
4. Establish and maintain strong partnerships and liaison with Government entities, Diplomatic Missions and donors as well as with implementing partners, UN agencies and other stakeholders.
5. Contribute to the development of and implement a resource mobilization strategy.
6. Supervise the timely submission of project reports, project updates and new proposals in accordance with IOM and donor formats.
7. Attend meetings and trainings related to migration governance (e.g. MGI consultations, MGI launch).
8. Lead on the timely recruitment of staff and closely monitor staff performance and progress. Facilitate and encourage mainstreaming of gender according to IOM procedures and regulations.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Economics, International Relations, Business Administration, Social Sciences, Law, Development Studies, International Affairs 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

- Five years and above relevant professional experience;
- Experience in resource mobilization, development of project, and proposal/report writing;
- Experience with external representation including with high levels government representatives, UNs partners and donors;
- Ability to timely understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Practical experience of multitasking, prioritizing and working independently;
- Good knowledge and/or experience working on MGI and Migration Governance Framework (MiGOF); and

- Ability to supervise staff.

Skills

- Strong organizational skills;
- Effective resource management skills.

Languages

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

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

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 28 November 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 15.11.2019 to 28.11.2019

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: VN 2019/302 (P) - Project Coordinator (P3) - Geneva, Switzerland (56238607) Released
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