

Position Title : **Director, Global Office in Washington, D.C.**
Duty Station : **Washington DC, United States of America**
Classification : **Professional Staff, Grade D2**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **04 December 2024**

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. External female candidates:
3. Candidate from the following non-represented member states:
Antigua and Barbuda; Barbados; Comoros; Congo (the); Cook Islands; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states of IOM and female candidates.

Context:

IOM is the leading organization in the field of migration and has a staffing complement of 20,000+ staff in more than 580 locations worldwide.

Under the direct supervision of Senior Director, Office of Partnerships, Communication and Advocacy (OPAC), the Director of the Global Office in Washington, D.C. is accountable and responsible for the management of the representation of IOM towards all institutions in the United States of America, and directly manages the liaison, fundraising and positioning of IOM with the United States through the Global Office in Washington, D.C.

The Global Office in Washington, D.C. is staffed with Global Thematic Specialists (GTSSs), who

provide thematic guidance, endorsement support for proposals and reports to IOM offices worldwide, support policy discussions and positioning of IOM towards the United States and support country offices with advocacy and liaison work towards United States-based institutions on behalf of IOM.

In close coordination with the Regional Director in Panama City as well as the Leadership Team in Headquarters, the Director of the Global Office in Washington, D.C. oversees the entire bandwidth of IOM relationship with the United States.

Core Functions / Responsibilities:

Strategy and Vision

1. Lead and coordinate the implementation of the IOM Strategic Plan through the strengthening and holistic management of the relationship with the United States, its institutions and other relevant institutions in the country.

Representation

2. Represent IOM towards the United States, its institutions and permanent missions, as well as provide strategic advice and guidance, in coordination with the Regional Director and the Leadership Team at HQ.

3. Guide and provide strategic insight and support to IOM country offices worldwide in their liaison, advocacy and fundraising efforts with United States delegations, institutions and other related stakeholders.

4. Develop strategic partnerships with key stakeholders within the United States system to ensure adequate understanding of IOM and its mandate as well as operational capacities.

5. Alert the Leadership Team through the Senior Director of OPAC of any developments requiring senior level intervention.

6. Prepare adequate documentation in coordination with HQ and Regional Offices to support United States policy and decision-making processes in a timely manner.

7. Share United States policy developments with IOM country offices globally.

Advocacy and Fundraising

8. Ensure timely and transparent sharing of information with country offices globally on arising engagement and fundraising opportunities with the United States.

9. Ensure high quality representation of IOM towards the United States, its institutions and other relevant institutions in the country on all levels and provide strategic guidance to GTSSs, as well as knowledge management on the established relationships.

Capacity Building

10. Enable GTSSs, as well as IOM country representations both within and beyond the United States to confidently advocate for IOM in full understanding of both IOM's and the United States' mandates by developing capacity building opportunities as follows:

a) Capacity building for IOM country representation and senior programme implementation on liaison and advocacy with United States delegations; and,

b) Capacity building for United States-funded programme and resource management staff on United States-specific implementation guidelines.

11. Develop an outreach programme for United States officials and congress members on IOM's mandate, operational capacities and IOM-United States relationship opportunities.

Oversight

12. Direct the operational, human resources, administrative, budgetary and financial activities of the Global Office in Washington, D.C. and ensure compliance of United States-funded projects implemented by IOM country offices globally with United States contractual obligations.

13. Provide strategic advice and guidance to maintain high standards in project implementation funded by the United States, including through regular monitoring visits of the Global Office Team to implementing country offices.

14. Alert Chiefs of Mission, Regional Directors and/or HQ of any arising issues with projects which may impact the wider reputation of IOM with the United States.

15. Ensure timely support provision by GTSS to:

a) IOM country offices on liaison, advocacy, fundraising and proposal development in coordination with United States Government Departments, international development agencies and delegations.

b) Review of reports and proposals as well as the regular evaluation and monitoring exercises.

Knowledge management

16. Establish and lead a knowledge management system which enables relationship management in line with IOM's personal rotation.

17. Ensure regular lessons learnt and best practice exercises with both funding United States institutions and IOM country offices, in order to address potential opportunities and challenges in a timely manner.

18. Ensure staff within the Global Office in Washington, D.C. are always fully informed about emerging trends and opportunities while maintaining a clear understanding of developing migration trends and status of discussions both within and beyond the United States.

Representation and strategic partnerships

19. Represent IOM towards Multilateral Banks and other international and regional organizations.

20. Ensure any strategic partnerships with UN entities, which may impact the relationship with the United States, are duly communicated with the United States counterparts in coordination with the relevant UN partner and their representation in Washington, D.C. and New York City.

21. Establish strategic working relationships and develop joint advocacy towards the United States in coordination with the Senior Director for Partnerships, Advocacy and Communications for events of global importance and/or regional emergencies which require coordinated outreach with other UN entities, where necessary.

22. Perform any other duties that may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Science, International Relations, Business Administration, or a related field from an accredited academic institution with fifteen years of relevant professional experience.

Experience

- Extensive experience with the United States Congress, Appropriations Committees, National cycle/budget and administrative budget;
- Extensive experience in diplomacy, fundraising and public relations, as well as in liaising with governmental and diplomatic authorities and international institutions;
- Extensive experience leading strategic implementation processes in diverse regions; and,
- Demonstrated experience developing and managing high-performing diverse teams.

Skills

- Intrinsic knowledge and understanding of the United States and its institutions
- Excellent communications skills, both oral and written.
- Ability to prepare and deliver speeches on various activities of the Organization.
- Excellent liaison and negotiation skills.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization.
- Knowledge of the United States, UN and bilateral donor programming.
- Knowledge of Monitoring and Evaluation procedures and Frameworks.
- Effective resources management skills, sound knowledge of financial and business administration and of the principles and practices of management.
- Good level of computer literacy.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

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 five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.

- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators level 3

- **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 actions 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 3

- **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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

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.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 04 December 2024 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 04.11.2024 to 04.12.2024

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.

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