

Position Title : **Operations Officer**
Duty Station : **Banjul, Gambia**
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 : **08 April 2018**

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; Congo (the); Czechia; Djibouti; El Salvador; Fiji; Gabon; Guyana; Holy See; Iceland; Kingdom of Eswatini; Lesotho; Libya; Malawi; Marshall Islands; Mauritania; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Papua New Guinea; Paraguay; Saint Vincent and the Grenadines; Samoa; Seychelles; Slovenia; Suriname; The Bahamas; Timor-Leste; Vanuatu

Second tier candidates include:

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

Context:

Irregular migration along the Central Mediterranean route is increasingly dangerous for migrants. Crossing the Mediterranean to Italy is by far the deadliest route, with 1 death recorded for 35 arrivals (IOM, 2016). In addition, over 70% of the migrants interviewed by IOM on their arrival in Italy report that they were victims of trafficking or other exploitative practices during their migratory journey along the routes of the Central Mediterranean.

To meet these challenges, the European Union (EU) and the International Organization for Migration (IOM) have developed the Joint Initiative for Migrant Protection and Reintegration in Africa (hereinafter "Joint Initiative"). Implemented in 14 countries (Burkina Faso, Cameroon, Chad, Côte d'Ivoire, Ghana, Guinea, Guinea Bissau, Libya, Mali, Mauritania, Niger, Nigeria, Senegal and The Gambia) through 14 specific actions, it aims to protect the security, dignity and rights of migrants along this important and dangerous migration route and to help improving the

reintegration of returnees through an innovative approach. This will be achieved through different types of interventions including protection and assistance to vulnerable and stranded migrants, assistance for voluntary return, and support for sustainable reintegration in the communities of origin, the dissemination of accurate information on migration to migrants, potential migrants and communities, and the collection of data on migration flows. The Initiative will aim at strengthening the technical and material capacities of the authorities and organizations involved in these areas so that they can ultimately take over policies and programmes related to the protection and reintegration of migrants in the region, with a view to improving the governance of migration in the region.

Under the direct supervision of the Chief of Mission IOM Gambia, the successful candidate will assist in the management and implementation of movement operations in line with IOM standard operating procedures and respective programme guidelines.

Core Functions / Responsibilities:

1. In coordination with Assisted Voluntary Return and Reintegration (AVRR) and Resettlement, manage and supervise all aspects of IOM Gambia arrival and departure activities at the airport, including pre-embarkation and airport processing.
2. Provide support and give recommendations to all IOM Gambia staff on all movement operations activities, including resettlement, repatriation, humanitarian evacuation, transit and return emergency response.
3. Provide daily management, supervision, support, guidance and training to all IOM Gambia based operations staff members involved in arrivals and departures including providing training and technical assistance, assigning duties, and giving feedback to staff members on their performance on a regular basis.
4. Facilitate the reception of returnees and migrants (third country nationals) from Libya, West Africa, Europe and other sending countries and implement onward national and international travel arrangements to final destinations.
5. Develop and maintain a positive working relationship with stakeholders and partners, including the Gambian Immigration Department (GID), Ministry of Interior (Mol), Ministry of Health (MoH), Social Services and the Red Cross.
6. Advise the Procurement Department on any activities related to movements and prepare procurement and payment requests for goods and services for safe transport to support departure and arrival assistance. Ensure that all procurement and contracting processes are in full compliance and all activities are up to date with IOM and donor reporting and auditing requirements.
7. Identify transport companies and deploy effective and reliable vehicles for ongoing movement activities. Carry out road assessment missions and certify that roads conditions are adequate for the movement of people and supplies. Assist during convoy movements with any special needs by providing adequate logistical support.
8. Ensure compliance with IOM agreements with airline carriers to ensure efficient, low- cost movements of refugees in coordination with the Resettlement and Movement Management Division (RMM).
9. Support IOM Gambia's overall programmatic operational needs including assisting in planning and coordinating the use of IOM vehicles, fuel, drivers, and staff movements.
10. Create and design comprehensive tables and records to facilitate the existing operational daily work of the operation department and any other department as deemed required.

11. Prepare and distribute monthly movement reports, including status reports for each resettlement country, and report on airline usage and project codes. Prepare other reports, briefings, background information, narratives, and statistical reporting as necessary and required.
12. Review operational procedures and streamline/clarify them as necessary in coordination with the various units within IOM.
13. Implement and supervise procedures related to movement operations applications such as iGator and Mimosa and provide inputs on the implementation of departure systems for the Mission.
14. Warrant strict implementation of "do no harm" principles and initiate adjustments whenever necessary.
15. Ensure Accountability to Affected Populations is mainstreamed into activities so as to meet the needs of affected people by means that are reliable, effective, inclusive, and respectful of humanitarian principles.
16. Maintain and monitor the confidentiality of all programme matters to ensure programme integrity by following IOM standards of conduct and IOM data protection rules. Take necessary measures to prevent and mitigate fraud in movement operations in the Gambia.
17. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Sciences, Law, Business Administration 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 movement operations;
- In-depth knowledge of resettlement operations, partners and larger resettlement processing procedures;
- Sound knowledge of project implementation;
- Demonstrated ability to supervise staff and coordinate activities and to work effectively and harmoniously with colleagues from varied cultures and professional Backgrounds;
- Experience in field work in a challenging environment and community-based reintegration processes.

Languages

Fluency in English is required. Working knowledge of a local language is an advantage.

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

Required Competencies:

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms;

- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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.

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 08 April 2018 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 26.03.2018 to 08.04.2018

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 2018/73 (P) - Operations Officer (P3) - Banjul, Gambia (55418752) Released
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