

Position Title : **Programme Coordinator (JLMP)**
Duty Station : **Addis Ababa, Ethiopia**
Classification : **Professional Staff, Grade P4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **26 August 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. External female candidates:
3. Candidate from the following non-represented member states:
Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Czechia; Djibouti; Fiji; Gabon; Grenada; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Lesotho; Libya; Malawi; Marshall Islands; Mauritania; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Paraguay; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Slovenia; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

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

Context:

The African Union (AU)-International Labour Organization (ILO)-International Organization for Migration (IOM)- Economic Commission for Africa (ECA) Joint Programme on Labour Migration Governance for Development and Integration (better known as the Joint Labour Migration Programme or JLMP) in Africa is a long term joint undertaking between the four organizations, and the United Nations Development Programme (UNDP). It is the instrument dedicated to the implementation of the 5th Key Priority Area of the Declaration and Plan of Action on Employment, Poverty Eradication and Inclusive Development which were adopted by the Assembly of Heads of States and Governments (AU/Assembly/AU/20(XXIV)/Annex 3, January

2015) in Addis Ababa, Ethiopia, January 2015. Its strategy is focused on intra-African labour migration. It is in line with and supports achievement of the First 2023 Ten Year Plan of the AU Agenda 2063 and of the Sustainable Development Goals (SDGs) recently adopted by the UN.

The Programme conducts coordinated and simultaneous interventions across two main thematic areas: governance and operational implementation. The governance component addresses the critical need to develop in concert the four cardinal pillars of labour migration governance: law based on international labour standards, establishing viable and coherent policy, strengthening core institutions, and engaging a whole society approach stakeholders including World of Work actors (Ministries of Labour, and employers and workers' organizations) relevant government Ministries, diaspora associations, migration organizations and associations, academias, among others and cooperation among the main employment and labour market economic actors at the national, regional and international levels.

The operational implementation component covers key inter-dependent technical operational areas: decent work and social protection for migrant workers and their families, addressing the key constraint of skills shortages, and obtaining essential data and knowledge for governance of labour migration and protection of migrants. Each of these reflects a specific area of standards and policy and technical competences, each addresses distinct institutions and constellations of stakeholders, and each intersects with different international actors and distinct migration, employment and labour market structures.

In order to have a significant yet realistic take-off of the Programme a Three-Year Project was developed with the overall objective to improve the governance of labour migration to achieve safer, orderly and regular migration in Africa as committed in relevant frameworks of the African Union (AU) and Regional Economic Commissions (RECs), as well as international labour conventions and other cooperation processes. In order to achieve the overall goal this three-year programme stands on four main strategic pillars: Enhance effectiveness and transparency of operations of labour migration stakeholders, such as migration authorities, labour market actors and institutions, in consultations and cooperation with private sector and civil society organizations, in delivering improved labour migration governance services; Improve policy and regulatory systems on labour migration at Member state and REC levels, taking into account the gender dimension; Multi stakeholder policy consultation and practical coordination on labour migration and mobility to provide advisory support to MSs', AU's and RECs' decision makers and continental and regional operational leadership; and Capacity to spearhead/steer coordinate the implementation of the JLMP at all levels.

Under the overall supervision of the IOM SLO Addis Ababa Chief of Mission, and in close cooperation with the Programme steering committee, the successful candidate will be responsible for the day-to-day management and implementation of the Programme, including all substantive and administrative matters. S/he will also be responsible for donor liaison and staff management.

Core Functions / Responsibilities:

1. Responsible for the overall coordination and management of the programme from substantive, administrative and financial points of view, applying strategic planning and systematic coordination of project activities.
2. Provide guidance in designing, monitoring, evaluation and reporting; including reviewing reports coming from the AUC and ILO of project activities implemented under JLMP and/or ensuring that it is with synergy at the continental, regional and national levels.
3. Responsible for the financial management of the programme; work closely with the Resources Management Unit to ensure efficient financial management; coordinate with the other implementing partners for the quality and timely submission of financial reports as stipulated on the agreement.

4. Coordinate with ILO and AUC to ensure the timely preparation and compilation of the annual work plan to be submitted to the donor.
5. Ensure timely disbursement of funds for the other implementing partner (ILO) and submission of timely financial report to the donor.
6. Ensure that all programming, financial and administrative matters related to the programme are transparently, expediently and effectively managed, in line with established IOM rules and regulations as well as the Standard Operating Procedures of the Joint Programmes and the Pass-Through Fund Management Modality.
7. Verify and channel all administrative, logistical and other support needed for the programme; and proactively report all incidents related to the programme which have the capacity to jeopardize the effectiveness and efficiency of programme implementation.
8. Participate in the resource mobilization efforts for those outputs and activities within the JLMP which do not have resources for their implementation.
9. Coordinate with ILO and AUC on the submission of periodic and ad hoc reports regarding the status of project implementation; and participate regular briefings with both the parties.
10. Ensure the quality of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems.
11. Ensure proper professional relationships with relevant national and international partner agencies, relevant developing programmes/projects and coordinate with the AUC, ILO, IOM, ECA, Sweden, German Corporation for International Cooperation (GIZ), and other international partners towards effective implementation of the programme; proactively reply to requests coming from the donors, other implementing partners and the Steering Committee.
12. Ensure effective coordination with all IOM regional offices in Africa and provide technical advice to the focal persons in these regional offices.
13. Lead, manage and supervise programme staff, provide proper induction and orientation for newly hired staff, familiarize them with the programme implementation partners, ILO and AUC, as well as other partners to maintain the good partnership. Participate and ensure a transparent and competitive selection and recruitment of programme staff; supervise and mentor respective project staff as well as consultants.
14. Ensure gender aspects are mainstreamed in the programme implementation and other cross cutting issues are given appropriate attention.
15. Represent IOM in the programme technical committee which is responsible for the monitoring of the project implementation.
16. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Programme Management, Labour Economics, International Development, Social Sciences, Law, Public Administration or a related field from an accredited academic institution with seven years of relevant professional experience; or
- University degree in the above fields with nine years of relevant professional experience.

Experience

- Experience in managing continental programmes/projects; preferably labor migration projects/programmes is required;
- Understanding of labour migration legal and policy frameworks and migration dynamics, challenges and opportunities of the African continent;
- Experience in managing multi stakeholder projects;
- Sound understanding of the working process of the AU and RECs, and have prior experience of working with the AUC and RECs;
- Proven understanding of the Standard Operating Procedures in managing Joint Programmes and the Pass-Through Fund Management Modality;
- Familiarity with the AU-ILO-IOM-ECA Joint Programme on Labour Migration Governance for Development and Integration (better known as the Joint Labour Migration Programme or JLMP) in Africa.

Languages

Fluency in English is required. Working knowledge of French 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 26 August 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 13.08.2018 to 26.08.2018

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 2018/196 (P) - Programme Coordinator (JLMP) (P4) - Addis Ababa, Ethiopia (55612836)

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