

Position Title : **Programme Development and Support Officer**  
Duty Station : **Tbilisi, Georgia**  
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 : **21 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](http://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:**

Under the direct supervision of the Chief of Mission (CoM), and in close cooperation with Project Managers (PM), Implementation team, technical focal points and other Units of the Country Office (CO), as well as the relevant colleagues in Regional Office (RO) Vienna and IOM Headquarters (HQ), the successful candidate will support the CO's activities and project development, donor reporting, monitoring and evaluation and liaison functions.

### **Core Functions / Responsibilities:**

1. Compile and analyze relevant information on migration-related issues and trends in Georgia, identify recommendations for the new strategic and operational approaches for the CO.
2. Contribute to the development of and consolidate analytical, strategic and thematic reports and documents on IOM Georgia approaches and priorities, for internal use and external distribution to donors, government, partners and other counterparts.
3. Contribute to the development of and consolidate concept notes and project proposals in line with the CO's strategic and operational priorities and needs, and in line with donors' interests and requirements, for negotiations and submission to donors.
4. Follow up with relevant colleagues in the CO, RO Vienna on review, approval for submission and endorsement of concept notes and project proposals, donor reports, and any other relevant documents, in line with internal requirements and procedures.
5. Provide assistance to the CO's liaison and fundraising functions.
6. Organize, attend, report and follow up on contacts and meetings with donors and partners, collect information about donors' policies, approaches and funding opportunities, provide information on and ensure follow up as needed in view of new project opportunities.
7. Consolidate and analyze data on CO's programmes, projects and activities, to facilitate the preparation of donor reports and the relevant CO, regional and Headquarters periodic and activity-specific reports.
8. Assist in the overall integration of Monitoring and Evaluation (M&E) plans, tools, and frameworks into projects during their development, implementation, and reporting; and facilitate sharing of relevant M&E resources in partnership with the program staff; and support the development of M&E data collection and quality assurance tools for PMs and implementing partners.
9. Assist with project monitoring data collection, analysis and reporting; and assist PMs with planning and management of project evaluations to help ensure that all projects in the CO have sound evaluation plans and that the relevant Regional M&E Officer is kept informed.
10. Research, write and compile any other information and documents necessary for project development, reporting and donor liaison purposes.
11. Keep accurate and pertinent records of correspondence with donors and other counterparts, project development and reporting files and administration information.
12. Support and assist in liaising with relevant authorities, United Nations Country Team (UNCT) and UN Agencies, non-governmental organizations and other stakeholders.
13. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Political or Social Sciences, Migration Studies, International Relations, Law 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**

- Experience in the field of migration issues both at policy and programme level;
- Experience in programme formulation, implementation, and monitoring and evaluation (M&E) with demonstrated high level of expertise within the thematic areas relevant to project development;
- Knowledge of regional issues and specifics a distinct advantage.

## 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.

<sup>1</sup> 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](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 21 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](http://www.iom.int/recruitment)

**Posting period:**

From 08.11.2019 to 21.11.2019

**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 2019/296 (P) - Programme Development and Support Officer(P2)-Tbilisi,Georgia  
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