IOM International Organization for Migration

Position Title   : **National Programme Officer "Technical Cooperation"**
Organizational Unit   : **Movement & Migration/AVRR**
Duty Station   : **Baghdad - Iraq**
Classification   : **General Service Staff, Grade NO-A**
Type of Appointment   : **Special Short Term contract (SST)**
Duration of Appointment   : **Six (6) months with possibility of extension**
Closing Date   : **12th May 2021**
Reference Code   : **SVN2021/IRQ/109**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 environment. Aapplications from qualified female candidates are especially encouraged as well as the Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.*

Context:

Under general guidance of the Chief of Mission (CoM)/(DCOM), the direction of the Head of Migration Management Unit and direct supervision of the Programme Coordinator (Technical Cooperation and Security Governance), the incumbent will support the implementation of the Integrated Border Management programme.

Core Functions / Responsibilities:

1. In close coordination with the Programme Coordinator (Technical Cooperation and Security Governance), support the implementation of the "Capacity Building on Migration Management Phase VII" project in Iraq with oversight on its financial, administrative, and technical implementation, in compliance with IOM policies and standards, as well as donor requirements.
2. Contribute to guaranteeing consistent implementation of Integrated Border Management's projects; assist in the recruitment of staff and consultants in close coordination with the Resource Management Unit; supervise, monitor and capacitate staff working in the IBM area;
3. Liaise with governmental counterparts relevant to the Technical Cooperation and Security Governance (IBM and Community Policing), including, but not limited to, the Ministry of Interior, the Border Point Commission, Ministry of Migration and Displacement ensuring consistency in messaging and approach to leverage synergies across the Migration Management Unit; support regular communication and coordination for the establishment of technical working groups aimed at strengthening Migration and Border Management capacities in Iraq.

4. In coordination with the Ministry of interior, provide technical support in the installation, management and maintenance of ITC services at the IT department with specific regard to MIDAS equipment and respective peripherals; Contribute to the development and revision of MIDAS training material and manuals; Plan and deliver MIDAS basic and advanced Training, including ToT and frontline users; In coordination with MIDAS headquarters team, guarantee constant and regular coordination on MIDAS version updates, trainings and troubleshooting;
5. Assist the Migration Management team including up-to-date information on the organizational structural, protocol, SOPs, vetting procedures as applicable to the relevant government counterparts, departments and entities as engaged in MMU Programme activities.
6. Coordinate organization of trainings, workshops and relevant project activities and facilitate as needed, in close coordination with the admin section and the Technical cooperation programme officer if needed.
7. Contribute to the development of monitor spending and work plans for IBM projects, in coordination with the relevant administrative and operational staff; guarantee financial oversight and regular, consistent update of monitoring tools.
8. Coordinate smooth and effective flow of information from the field to support programme development, programme's monitoring and evaluation and to guarantee effective coordination and response to the Analysis and Information Management Section (AIM);
9. In close coordination with AIM, contribute to the development of communication and visibility materials and the implementation of the programme communication policy in all the implementing geographical areas, in accordance with instructions received from the Unit Management Staff and IOM standards.
10. In close coordination with AIM, provide inputs for donor and other reports and ensure timely submission, in line with donor requirements and IOM procedures and standards. Prepare regular briefings, summaries, press releases and other relevant information materials, as required.
11. Conduct field visits to project sites as needed to ensure that activities are being completed in line with agreed standards.
12. Notify the Head of Unit and the Programme Coordinator (TC/SG) of all potential/emerging risks associated with the projects.
13. Perform such other duties as may be assigned

Qualifications.

Education

- Master's degree social sciences, administration, or a related field from an accredited academic institution.
- Bachelor's degree from an accredited academic institution, with minimum 2 years of relevant professional experiences

Experience

- Good computer skills (Word and Excel is a minimum requirement).
- Ability to work independently or with minimal supervision
- Possesses managerial skills (planning, organization, and reporting)
- Good communication skills
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds

- Ability to handle confidential matters
- Ability to meet deadlines and work under pressure
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook
- Personal commitment, efficiency, flexibility, and initiative to achieve results
- 5-10 years of experience in the field of administration and programme support can be considered in lieu of the abovementioned education requirement.
- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures
- Support adequate levels of information sharing between internal units, cluster partners,
- IOM and other emergency response actors.

Languages

- English, Kurdish, and Arabic   are required.
- Any other language is an advantage

Skills

- Position specific skills, for example:
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.
- Knowledge of International Public Sector Accounting Standards (IPSAS)

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

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.
- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

> **IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse**
> *IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

Others
Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa, and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

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:
While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via a link:

https://iraq.iom.int/jobs/national-programme-officer-%E2%80%9Ctechnical-cooperation%E2%80%9D

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 28.04.2021 to 12.05.2021