



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR APPLICATION

Position Title	:	Programme Support Officer
Duty Station	:	Port-au-Prince, Haïti, Remote
Classification	:	Programme Support Unit
Type of Appointment	:	Consultancy_ Category A, 9 Months with possibility of extension
Estimated Start Date	:	As soon as possible
Closing Date	:	May 9 th , 2024
Reference Code	:	CFA2024/006

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.

1. Project Context and Scope:

The successful candidate will assist with the proposal development as well as organizational, and donor reporting activities. The candidate will also contribute to liaise with donors and support the knowledge management efforts of the mission.

2. Category A Consultants: Tasks to be performed under this contract

- a) Support the Project Managers in drafting donor reports in close coordination with relevant units in the CO and RO in line with IOM policies, standards, and internal procedures.
- b) Contribute to the development of new programs and projects, concept notes and project proposals, in close coordination with relevant donors, government counterparts and project partners, by providing technical inputs and support that respond to emerging trends and priorities and that are in compliance with donor interests and requirements. Coordinate the endorsement process for project proposals and reports.

- c) Contribute to the development and maintaining of effective working relationships with donor counterparts, program partners, such as government authorities, diplomatic missions, and other relevant agencies and working groups.
- d) Assist with providing and coordinating inputs for ad hoc reports/information requests from Headquarters, the Regional Office, and donors.
- e) Draft internal and external situation reports and/or info-sheets to share within the Organization as well as with donors and partners.
- f) Provide technical support to the Project Managers with the revision of projects activities and budget, manage the internal endorsement process and liaise with donors for the approval of the project changes.
- g) In support of knowledge management, maintain accurate, updated, reporting-related information in IOM's relevant software applications and databases.
- h) Support capacity building and training activities in the field of donor and institutional reporting and the roll-out of the Strategic Results Framework (SRF) for CO's staff through workshops and seminars.
- i) Assist in coordinating the compilation of reports and papers on IOM strategic approaches and priorities for internal and external distribution; and research, draft, and present documents necessary for project development, reporting and donor liaison purposes.
- j) Review the narrative components of all grants with implementing partners (IP) and reports closely to ensure that the grant development process, and approved grant records successfully convey the goals and strategic objectives of the respective Programme Strategies.
- k) Develop, manage, modify, update and maintain the Grants Activity Database as well as the Unit's procedures and processes to ensure that all hardcopy and electronic documents for all IP grants are complete, filed and in order. This includes leading on the grant closures process in cooperation with PSU.
- l) Perform such other duties as may be assigned.

3. Performance indicators for the evaluation of results

The Consultant's performance will be evaluated against the following criteria:

- Timely delivery of the tasks assigned
- Good communication and relational skills
- Quality of the products delivered.

4. Education, Experience and/or skills required

- Master's degree in International Relations, International Development, Social Sciences or a related field from an accredited academic institution with three years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

Experience in project development, technical writing and editing, preferably in the international development/humanitarian sector.

- Work experience in donor relations and grant management for specific donors of IOM's interest would be an advantage
- High level of professionalism and ability to work under pressure and adhere to strict deadlines in a complex and fast-changing environment;
- Strong interpersonal skills and ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- Demonstrated gender awareness and gender sensitivity;
- Field experience in the Migration, Humanitarian or Development fields.
- Knowledge of international agencies like the UN is an advantage;
- Experience working in the region is an advantage

5. LANGUAGES (IOM's official languages are English, French, and Spanish)

Proficiency in English and French is required (oral and written).

Travel required

IOM to shoulder the costs of the ticket for arrival to the country.

6. Competencies

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 – behavioral indicators

- **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.

Other:

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, 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.

How to apply:

Interested candidates are invited to submit their applications via e-mail to smhtirecruitment@iom.int referring to this advertisement in the subject: "CFA2024_006_ Applicant name". Application must contain a CV and a cover letter in a unique file.

Only shortlisted candidates will be contacted.

Posting period:

From 25/04/2024 to 9/05/2024