



## Vacancy Notice

SVN2025/001

**Open to internal and external candidates**

Position Title : **National Project Officer – WHP**  
Duty Station : **Port-au-Prince, Haiti**  
Classification : **Employee, Grade Equiv. NO-A**

Type of Appointment : **Special Short-Term Contract, 6 months with possibility of Extension**

Estimated Start Date : **ASAP**

Closing Date : **January 22<sup>nd</sup>, 2025**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### ***Context:***

The IOM-managed *Western Hemisphere Program* (hereinafter WHP or The Program) funded by the Bureau of Population, Refugees and Migration of the U.S. State Department, seeks to enhance the capacities of stakeholders and other actors in Central America, Mexico and the Caribbean to manage migration in a safe, orderly and humane manner. The Program has four main thematic pillars: i) migration management, ii) partnerships, iii) migration crisis response management and iv) communication.

The WHP implements activities in 12 countries currently, including Haiti, through national coordinators. This post is to recruit a National Professional Officer to act as main Coordinator of WHP in Haiti, under the direct supervision of the Immigration and Border Governance (IBG)

Programme Manager, and in close coordination with the WHP regional coordination team in Costa Rica. The National Project Officer will be responsible for executing the following tasks, related to the implementation of activities within pillar i) and iv) as listed above:

***Core Functions / Responsibilities:***

The successful candidate will be responsible for the following tasks:

1. Collect, analyze and present information on the national migration context and trends, as well as on the response of national stakeholders and actors to identify shortcomings, gaps and areas for improvement; thereby contributing to the development of the WHP program interventions in the country, including a national strategy and work plan for implementation.
2. Coordinate the project's implementation, providing fair and timely utilization of the operational resources and coherence across all project components at national, local and cross-border levels, as well as the effectiveness, impact, sustainability and visibility of the intervention; seek and develop collaboration with other UN entities to foster synergies and avoid duplications of the WHP activity implementation.
3. In coordination with the supervisor, liaise and coordinate with national counterparts to design and then implement project activities, and maintain regular communication with the representatives of the donor in the country to advise on implementation.
4. Conduct and coordinate the monitoring & evaluation of implemented activities, in collaboration with the Mission's Programme Support Unit; maintain a regular dialogue and coordination with the WHP regional coordination team and raise attention on relevant events in the country in a timely manner, including new trends and developments, challenges and opportunities.
5. Supervise national team members as directed by the IBG Programme Manager and delegate tasks as appropriate; liaise with other relevant Mission units and colleagues to facilitate the timely and efficient execution of internal administrative and financial tasks.
6. Support the follow-up of the deliverables of consultants and other entities contracted under the Programme, in accordance with the standards established by the Organization to monitor quality and timely results.
7. Participate to WHP regional conferences twice a year and answer all requests from the project's Headquarters team in Costa Rica; contribute to the development of each cycle and its application in each phase. Actively participate in national, local, border and cross-border coordination fora related to migration governance, participate in and represent the Program in seminars and other relevant meetings with governmental and non-governmental entities related to its areas of competence to inform WHP's direction in Haiti.
8. Undertake field visits related to the project implementation and assessment, monitoring visits and liaison with counterparts.

9. Promote the integration of a gender perspective within the programme activities in a cross-cutting manner; apply gender markers in the design and implementation of programme activities.

10. Draft and review interim and final technical reports, as well as other relevant documents (for example event summaries, briefing papers to the donors, preparations for the “WHP in action” bulletin) related to the implementation of the WHP in the country and for knowledge management purposes; coordinate with the Resource Management Unit to provide the timely delivery of financial reports.

11. Other duties as assigned.

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

#### **Education**

- Bachelor’s degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience; or,
- Master’s degree in the above-mentioned fields.

#### **Experience and Skills**

- Practical and demonstrable experience in projects cycle (development and implementation).
- Proven professional experience in migration and/or migration policy, border governance or international relations. Proven capacity in the design, development and implementation of strategies and policies.
- Experience with international organizations and working with Government counterparts.
- Knowledge of a broad range of migration-related subject areas (particularly border governance, humanitarian assistance, capacity-building of institutions, legal identity and Border Identity Solutions);
- Excellent writing, communication and representation skills;
- Ability to juggle multi-tasks and handle tight deadline, with experience in contingency planning and monitoring & evaluation.
- Strong interpersonal skills and ability to maintain trust and good working relationships with counterparts, including the ability to develop networks and coordinate with different partners (externally and internally) – including on different time zones;
- Excellent flexibility and ability to work in diverse teams;
- Ability (and willingness) to travel within Haiti and internationally.

#### ***Languages***

IOM’s official languages are English, French, and Spanish.

## **Required**

- For this position, fluency in English, French and Haitian Creole is required (oral and written).

## **Desirable**

Working knowledge of Spanish is highly desirable.

## ***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: maintain 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**

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 - Behavioral 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 leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

***Other:***

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, 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](mailto:smhtirecruitment@iom.int) referring to this advertisement in the subject: "**SVN2025\_001\_****Applicant name**". Application must contain a CV and a cover letter in a unique file.

Only shortlisted candidates will be contacted.

***Posting period:***

From: **08/01/2025** to **22/01/2025**