



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Programme Officer**
Duty Station : **Geneva, Switzerland**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **09 April 2020**

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. Candidates from the following non-represented member states:
Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Djibouti; 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:

The Global Forum on Migration and Development (GFMD) is a voluntary, inter-governmental, non-binding and informal consultative process open to all Member States and Observers of the United Nations. Its purpose is to address the multi-dimensional aspects, opportunities and challenges related to international migration and its inter-linkages with development, to bring together government expertise from all regions, to enhance dialogue, cooperation and partnership and to foster practical and action-oriented outcomes at the national, regional and global levels. As host agency, IOM provides administrative support for the GFMD Support Unit (SU), which nevertheless remains strictly independent of IOM.

The GFMD SU was established in 2008 to provide administrative, logistical, and financial

support to the rotating GFMD Chair-in-Office. Over the years, the actual mandate of the SU has extended to substantive and strategic activities that form part of the GFMD Chair's work plan. The United Arab Emirates serves as the incumbent GFMD 2020 Chair, beginning 1 February 2020 until end January 2021.

In addition to supporting the implementation of the GFMD Chair's flagship activities and helping ensure the sustainability of the GFMD process, the GFMD Chairmanship relies on the SU to support GFMD efforts to align itself with relevant UN processes, including the 2030 Agenda and the Global Compact for Migration (GCM). The internationally negotiated and agreed outcome document of the GCM invites the GFMD to play an important role in the implementation, follow up and review of the GCM. In addition, the report on the 2018 GFMD Ten-Year Review calls for the strengthening of the GFMD Support Unit, and to adjust itself to become better fit for the purpose of serving the GCM after its adoption in Marrakesh in 2018.

In this context, and with a view to ensuring adequate support for the United Arab Emirates Chairmanship in 2020, the GFMD SU is hiring a Programme Officer who will provide logistical, substantive and administrative support for the various GFMD meetings, side events, summit and working groups.

Under the overall guidance of the GFMD Chair and the direct supervision of the GFMD SU Head, the successful candidate will support the GFMD 2020 Chairmanship.

Core Functions / Responsibilities:

1. Extend adequate support, as may be required, for the organization of GFMD 2020 preparatory meetings, regional thematic meetings and other related-GFMD activities (consultative meetings, side events), in accordance with the work plan of the GFMD 2020 Chair.
2. Assist with the preparatory work leading to, and the organization of the Thirteenth GFMD Summit in Dubai in January 2021, by:
 - a) Ensuring adequate logistical support and practical arrangements for the GFMD Summit, including by liaising with the GFMD UAE Task Force and other relevant actors within and outside the GFMD;
 - b) Providing the necessary logistical and substantive support for the various GFMD sessions / activities at the Dubai Summit;
 - c) Preparing minutes of coordination meetings, invitation letters and other technical inputs for the organization of the different GFMD Summit sessions / activities;
 - d) Supervising the Support Unit team on-site;
 - e) Performing post-event tasks such as transcription of proceedings, preparing participants lists, archiving conference documents, and other related tasks.
3. Contribute to the preparation of the Report of the UAE Chairmanship, which should comprehensively feature the highlights of various preparatory, thematic and summit activities held from January 2020 to January 2021.
4. Assist with the maintenance and revamp of the online GFMD Platform for Partnerships (PfP), including the Policy and Practice Database (PPD), by retagging the entries in accordance with the GCM objectives, ensuring that policies and programs submitted by various sources (e.g., via online contributions, Summit sessions, RT preparations, thematic workshops, etc.) are timely uploaded on the PfP, as well as collating relevant PPD entries of national programs and policies needed for the preparation of GFMD RTs, reports and briefing materials.
5. Update the GFMD archives, GFMD Focal Points directory and mailing lists.
6. Provide logistical, substantive and administrative support for the GFMD Working Group on Sustainable Development and International Migration, including by organizing meetings and

other WG activities; conducting desk research, note-taking and preparing the minutes of periodic meetings.

7. Support the SU Head with the human resource management and general running of the Support Unit, by helping with the recruitment, training of interns and short term staff, and overall supervision during their assignment in the Support Unit.

8. Undertake other tasks that may be requested by the Head of the Support Unit, in accordance with the requirements of the 2019 Chairmanship of Ecuador and the 2020 Chairmanship of the United Arab Emirates.

9. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Sciences, Development Studies, Communications, Migration 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

Essential

- Direct experience in developing and implementing a time-bound work plan, including organizing meetings and various activities;
- Experience in liaising with government actors at the national and international levels;
- Experience in procurement and in dealing with varied service providers;
- Proficient use of MS Office (Word, Excel, Power Point);
- Ability to draft correspondence and communicate effectively in English and French.

Advantageous

- Experience in project development, implementation and management;
- Experience working in an international environment and/or within the IOM and UN context;
- Familiarity with related UN processes, including their calendar of activities;
- Knowledge of migration-related themes and topics;
- Experience in data management and archiving;
- Experience with Adobe Photoshop and/or other Adobe CS tools.

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.

Notes

The Global Forum on Migration and Development (GFMD) Support Unit is hosted by, but works independently of IOM. The selected candidate's employment will be with the GFMD Support Unit.

¹ 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

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 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 09 April 2020 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 27.03.2020 to 09.04.2020

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: SVN 2020 74 Programme Officer (P2) Geneva, Switzerland (56372523) Released

Posting: Posting NC56372524 (56372524) Released