



International Organization for Migration (IOM)  
The UN Migration Agency

## VACANCY NOTICE (VN)

### Open to Internal and External Candidates

Position Title : **Project Focal Point (Diaspora Engagement and Migration Mainstreaming)**  
Duty Station : **Rome, Italy**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **7 December 2018**  
Reference code : **VN 2018 65**

*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. 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 the overall supervision of the Project Development Officer for the Mediterranean, and the direct supervision of the Senior Programme Support and Liaison, the successful candidate will be assisting in the implementation of the project activities related to the Italian Voluntary Contribution in the area of Migration and Development (M&D) and integration.

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

1. Assist in the day-to-day implementation of the IVC project components including: a) the AMICO project component to empower migrant associations; and b) the Local Authorities initiative for mainstreaming migration into local development plans.
2. Provide support with the elaboration of the project final report and related publications.
3. Assist in the compilation of data for the "Migration and Development" section of IOM Italy's database.
4. Provide support to the elaboration and dissemination of information materials, in order to strengthen the visibility of M&D activities in Italy, including supporting the organization of related project events.

5. Provide general assistance for the fulfilment of administrative procedures and requirements in line with IOM rules, regulations and standards.
6. Travel on duty as may be required.
7. Perform such other duties as may be assigned.

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

### **Education**

- High school diploma or equivalent.
- Advanced university degree from an accredited academic institution in Political Sciences, Development, Social sciences or any other discipline related to Organizational Development and Institutional Capacity Building would be a distinct advantage.

### **Experience**

- At least four years of experience at national or international level in the field of migration, with a focus on development cooperation, Organizational Development and Capacity Building.
- Demonstrated expertise in the thematic area.
- Strong experience in coordination of networks, liaison with governmental authorities as well as international institutions and NGOs.
- Good knowledge of UN, IOM and NGOs mandates and programmes related to migration and development.

### **Languages**

Fluency in English, French and Italian is required.

## ***Required 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 1***

- 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.

IOM's competency framework can be found at this [link](#).  
Competencies will be assessed during a competency-based interview.

### **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 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.

### **How to apply:**

Interested candidates are invited to submit their applications on [IOM Personal History Form](#) at [applicationsiomitaly@iom.int](mailto:applicationsiomitaly@iom.int) via e-mail **specifying as subject : VN 2018 65 Project Focal Point**.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

*Candidates who do not possess the above requested qualifications will not be taken into consideration.*

*Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.*

### **Posting period:**

From 23.11.2018 to 07.12.2018