



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

VACANCY NOTICE (VN) OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Senior Programme Support and Liaison**
Duty Station : **Rome, Italy**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Fixed term, one year with possibility of extension**
Tentative Starting Date : **As soon as possible**

Closing Date : **December 27, 2017**
Reference number : **VN 2017 – 52 (E)**

Established in 1951, IOM is the United Nations related 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. 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 Director of the Coordination Office for the Mediterranean and the direct supervision of the Programme Development Officer for the Mediterranean, the incumbent will assist in the design of strategic programs and projects in priority areas for the Mission, including in the field of Migration and Development (M&D). The incumbent will also assist in the liaison with relevant M&D institutional partners, international and multilateral institutions, and civil society partners with a focus on the Mediterranean region.

Core Functions / Responsibilities:

1. Support the M&D Unit with the overall implementation and monitoring of M&D projects and programs, including their financial, administrative and technical aspects, donor liaison, reporting, visibility, and internal and external knowledge management, in close coordination with IOM Missions, relevant IOM Regional Thematic Specialists (RTS) and project partners, while verifying that all activities are in line with IOM standards as well as donor requirements, transnationally.
2. Support the Supervisor in providing technical advice to Italian governmental and non-governmental partners on M&D policy and programming, in close collaboration with IOM's Regional Thematic Specialists in IOM's Regional Offices in Brussels, Cairo and Vienna.
3. In collaboration with other IOM Country and Regional Offices and/or IOM Headquarters, and relevant external stakeholders, provide general assistance in the development of

evidence-based national and regional M&D strategies and projects in the Mediterranean region, as well as country level M&D strategic planning, as required.

4. Assist in the development of transnational projects in priority areas for the Mission, by actively contributing to the preparation of concept notes, project proposals, budgets, communication and coordination with relevant IOM Missions, external partners, donors and other relevant stakeholders.
5. Support the monitoring of the Missions' active projects and contribute to the assessment of projects' results and effectiveness.
6. Work with the Project Development Officer in identifying relevant potential interlocutors and partners liaising regularly with donors, governmental and non-governmental partners at national and international level (international and multilateral organizations, academic institutions, think tanks, private sector and civil society organizations).
7. Draft analyses and briefings on national, regional and international migration trends and related developments in terms of policy and cooperation, and participate actively in migration-related events, conferences, seminars, working groups and coordination mechanisms.

Required Qualifications and Experiences:

Education

Bachelor's degree or higher in Political Science, International Relations, Law, Social Sciences and related disciplines with minimum four years of experience in migration issues.

Experience

Experience in project management in the field of migration, migrants' rights, and vulnerable groups.

Experience in liaising with Government authorities, other national and international institutions.

Operational experience in migration management in the Mediterranean Region; strong background in institutional capacity building.

Good knowledge of migration management principles.

Languages:

Italian and English (Fluent), working language of French an advantage. Any other IOM Official language is an advantage.

Required Competencies:

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services

- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.
- Effectively applies language and social sciences related skills for the overall benefit of the project.
- Communication and analysis channels used and developed through project's implementation will have to be inspired by IOM standards and principles in the field of assistance to vulnerable groups, as well as assisted voluntary return, and research.

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.

A prerequisite of taking up the position is right of residence and right to work in the country of the duty station at the time of application.

How to apply:

Interested candidates are invited to submit their applications on [IOM Personal History Form](#) at HRIOMROME@iom.int via e-mail **specifying as subject : VN 2017 52 (E) Senior Programme Support and Liaison.**

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 11.12.2017 to 27.12.2017