

Position Title : **Project Officer**
Duty Station : **Lima, Peru**
Classification : **Professional Staff, Grade D1**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **09 November 2023**

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. External female candidates:
3. Candidate from the following non-represented member states:
Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Uzbekistan; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states of IOM and female candidates.

Context:

Under the overall supervision of the Chief of Mission (CoM), and the direct supervision of the Programme Coordinator Migration Management, the Project Officer will provide technical programmatic support to the implementation of the Korea International Cooperation Agency (KOICA)-funded project. Will contribute to the reporting as well as supporting the implementation of monitoring and evaluation tools and frameworks and provide technical assistance and support to the Mission in Peru.

Core Functions / Responsibilities:

1. Support the overall implementation of the project with the main Government counterparts and partners and ensure the timely implementation of the project activities.
2. Act as liaison with implementing parties and main stakeholders to ensure proper coordination and implementation of all aspects/activities of the projects.
3. Assist in developing a clear Action Plan (organizational, administrative, training, and logistics) to implement the planned activities within the budget and timeframe of the projects.
4. In close coordination with Programme Coordinators, Unit Coordinators, and the Programme Support Unit (PSU), assist in drafting interim and final project reports for donors and the Mission based on programme objectives, work plans, and timelines set by project agreements.
5. Draft concept notes, project narratives, work plans, logical frameworks, results matrices, and other project-related documents in close coordination with relevant units and internal and external stakeholders.
6. Provide technical backstopping support to project development and implementation to relevant units in the mission.
7. Participate in and contribute to project formulation and preparation, including resource mobilization and donor liaison, appraisal and operational clearance of project documents, preparation of budgets, and project and programme formulation.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in international development, Business administration, International Relations, Economics, Social Sciences, 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

- Experience in project support, development, implementation, and/or evaluation, especially in planning, designing, and organizing training activities;
- Experience in liaison with donors and government counterparts;
- Experience in an integrated approach to migration management;
- Work experience with the UN System is an advantage. Work experience with KOICA or other international cooperation and development agencies is an advantage.

Skills

Professionalism

- Demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges;
- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills;
- Seeks to raise professional standards in self and others through daily work and activities;
- Adapts quickly to change and is decisive and versatile in face of uncertainty;
- Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations;
- Is conscientious and efficient in meeting commitments, observing deadlines, and achieving

results.

Technical

- Executes administrative tasks in a timely and accurate manner;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, and beneficiaries to advance country office and/or regional objectives;
- Ensures application of institutional operational policies and guidelines;
- Strong knowledge of reporting for different stakeholders, donors, and project partners;
- Excellent writing, communication, and interpersonal skills.

Behavioural

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Proves continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English and Spanish is required (oral and written).

Fluency in Korean is highly desirable. Working knowledge of another official UN language (Arabic, Chinese, French, and Russian) is an advantage.

Notes

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 five 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 – 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 actions 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 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.

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. 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.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment

system, by 09 November 2023 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 27.10.2023 to 09.11.2023

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 2023 386 Project Officer (P2) Lima, Perú (58450721) Released

Posting: Posting NC58450722 (58450722) Released