

Position Title : **Project Development and Reporting Officer**  
Duty Station : **Port Moresby, Papua New Guinea**  
Classification : **Professional Staff, Grade P3**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **12 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](http://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; 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.

### **Context:**

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, the private sectors and migrants. IOM has been operating in Papua New Guinea (PNG) since 2001, working on complex emergencies and providing humanitarian relief while building capacity of the Government for better migration management. Operating through its Head Office in Port Moresby and Sub- Offices throughout the country, IOM's programmes focus on disaster management, emergency preparedness and response, counter-trafficking in persons, assisted voluntary return and reintegration, migration and border management, as well as migration health.

Under the direct supervision of the Chief of Mission (CoM), and in close collaboration with the

Programme Coordinators in the Country Office and relevant units at the Regional Office and Headquarters (HQ), the Project Development and Reporting Officer will be responsible and accountable for project development and donor liaison activities through the development, review and submission of project proposals and donor reports, coordinating the project development, donor and institutional reporting in the fields of migration management, emergency response, other programmes in the Country Office (CO), as well as identifying opportunities for developing and promoting IOM's strategic objectives through programmes in CO and for developing Strategic Partnership with counterparts in the government, UN agencies and other relevant stakeholders in line with IOM global, regional and country strategies including the Strategic Results Framework (SRF).

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

1. Identify project opportunities based on national and sub-regional needs, in close collaboration with relevant Units in the CO, and the Regional Thematic Specialists (RTSs) and the Regional Project Development Officer (RPDO). Keep up to date about funding trends, policies and strategic priorities and budgetary planning cycles of donors and governments. Pro-actively seek funding sources among government and non-government donors, in line with IOM's strategic priorities.
2. Coordinate the design and development of new and innovative programmes and projects with relevant units in the CO, partners and donors by ensuring compliance with donor interests and requirements, as well as IOM standards, and are aligned to the IOM's Strategic Results Framework. Ensure the review and endorsement of concept notes, proposals and donor reports on IOM's relevant software application.
3. Maintain effective working relationships with donors and potential donors, liaising, as necessary, with RO and IOM COs with resource mobilization functions.
4. In coordination with the CoM, represent the CO in donor meetings, briefings, conferences, UN Working Group meetings and liaise with donors, governmental partners, project partners, think tanks policy centers at the international and national level.
5. Support Project Managers in complying with donor reporting by coordinating, providing input and reviewing of donor and other relevant reports. Ensure compliance with donor requirements and procedures and IOM reporting standards and processes. Support Project Managers in effective use of the relevant software application as a knowledge management tool and means to capture project data. Proactively analyze resource requirements for the achievement of the country strategy and identify possible actions.
6. Create and maintain up-to-date donor profiles and produce guidance notes on donor priorities. Identify approaches to expand the donor base, including research and mapping of funding trends. Draft Appeals, Sitreps, as required.
7. In coordination with the CoM, coordinate the development and review of the CO's strategic planning process, including annual work planning.
8. Support the COM in building of synergies and ensuring that the development of the Country Strategy is aligned with the IOM Pacific Strategy, IOM Regional Strategy and IOM Strategic Vision and Migration Policy.
9. In cooperation with the Public Information Unit/Public Information Officer, produce visibility and other presentation materials to support resource mobilization, including, but not limited to, donor visits and briefings, reports, data and strategic information.
10. In coordination with the RO, provide project development and reporting capacity building and training, including rollout of SRF.

11. Share knowledge created through multiple means including ensuring accurate, updated and pertinent records of all correspondences, project development and reporting files, and other related information in relevant software applications.

12. Perform other duties as may be assigned.

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

### **Education**

- Master's degree in Development Studies, International Relations, International Development, Political or Social Sciences, Migration Studies, Law, or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.

### **Experience**

- Experience of working in an international organization and knowledge of the UN system;
- Experience of working in the field of migration including operational and field experience, project development and design, project implementation, and administrative and financial management;
- Thorough understanding of project management cycle;
- Experience of establishing donor relations and grant management for specific donors of IOM's interest;
- Previous experience and knowledge of donor-funding mechanisms, particularly in the Asia-Pacific region;
- Experience in project development, donor reporting and technical writing and editing, preferably in the international development/humanitarian sector; and,
- Experience with Results-Based Management approach and other strategic planning approaches.

### **Skills**

- Excellent communication, writing and organizational skills; ability to prepare clear and concise reports.
- Basic knowledge of monitoring and evaluation concepts, approaches and methodologies.
- Strong analytical and planning skills; capacity to establish working relationships with governmental authorities, national/international institutions and non-Governmental Organizations.
- Capacity to supervise and train support staff; ability to work effectively and harmoniously with colleagues from varied cultures and professional background.
- Ability to work with accuracy under constraints and pressure, high sense of confidentiality, initiative and good judgment.
- Personal commitment, efficiency, flexibility, drive for results, creative thinking; and,
- Good level of computer literacy, including database applications

### **Languages**

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

For this position, fluency in English is required (oral and written). Working knowledge of Tok Pisin is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

### **Notes**

<sup>1</sup> 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](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 endorsed by the Appointments and Postings Board 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 12 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](http://www.iom.int/recruitment)

***Posting period:***

From 30.10.2023 to 12.11.2023

***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: VN 2023 486 Project Development and Reporting Officer (P3) Port Moresby, Papua New Guinea (58456537) Released  
Posting: Posting NC58456538 (58456538) Released