

Position Title : **Engagement and Coordination Officer (LMD)**
Duty Station : **Geneva, Switzerland**
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 : **16 May 2024**

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; 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; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Uzbekistan; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

The Labour Mobility Division (LMD) under the Department of Mobility Pathways and Inclusion (DMPI) supports the organization in developing innovative, future proof and collaborative solutions to address challenges related to lack of safe, orderly, and regular mobility pathways with a particular focus on economic and labour market integration in line with the changing world of work. LMD provides strategic policy and technical guidance to IOM Country Offices, governments, and partners in labour markets and skills mobility. It provides technical assistance and policy guidance to implement identify, promote, and disseminate employment opportunities and develop solutions tailored to specific contexts and economic sectors, that are responsive to labour market needs.

Under the direct supervision of the Head of Division, the Engagement and Coordination Officer (LMD) will be accountable and responsible for the management and coordination of LMD activities and areas of work, including advisory and strategic priorities for the Division, and the

provision of expert technical guidance, advice and support for LMD to the RO and field.

Core Functions / Responsibilities:

1. Manage and coordinate LMD initiatives focused on the operationalization of all relevant thematic areas of work within the division related to the establishment and enhancement of regular pathways, and as relevant, to IOM's broader Strategic Objectives.
2. Ensure internal coordination and development of strategic advice on specific migration management issues and trends for the LMD Division, with an emphasis on emerging and cross-cutting issues which include, but are not limited to, analysing migration and labour pathway policies and practices, inclusion and integration, capacity development for government and private sector, skills mobility approaches, and linkages with other areas of work.
3. Provide substantive support to the thematic units for the development and roll-out of strategic documents and initiatives, including thematic strategies and outreach activities, in coordination with the Head of the LMD Division and LMD Regional Thematic Specialists (RTS).
4. Proactively engage in consultations and coordination with the relevant Divisions and RTS to promote institutional policy and programmatic coherence, as well as clarity and consistency of messaging towards external partners and stakeholders.
5. Advise LMD programme and project managers on the Strategic Results Framework and results-based management processes (timelines, requirements etc.), and prepare and/or support the preparation of reports to be submitted to the DMPI Director, Executive Office and other relevant areas as needed.
6. Substantively contribute to the development of internal knowledge management practices covering both migration policy, internal policies, and LMD programmes, responding or channelling queries from HQ Divisions, Regional and IOM Country Offices, and external counterparts.
7. Represent LMD in the UN Migration Network by actively participating in the related Working Groups, periodic coordination meetings, and other relevant UN inter-agency and external relations engagements. This includes providing inputs, advice and expert support for UN inter-agency requests, the UN Network for Migration, and other processes, as needed.
8. Build the capacities of IOM staff in the relevant thematic area, including developing training materials, providing on-the-job mentoring, coaching and technical advice and guidance, and conducting formal trainings.
9. Plan, develop, organize and provide trainings and webinars to inform IOM Regional and Country Offices to raise awareness about LMD solutions, reporting, and M&E, as well as the roll-out of institutional updates and guidance materials.
10. Undertake duty travel related to project/programme development and implementation, technical support and thematic guidance, liaison with counterparts and problem resolution, in coordination with the Head of Division and LMD RTS.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Social or Political Sciences, Public Administration, International Development, International Relations, International Politics and International Law, Migration studies 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 in coordination and knowledge management with a UN agency, international or non-governmental organization.
- Experience in different fields within labour migration, including labour pathways, skills, inclusion, integration and diaspora, and international policies.
- Experience in organizing and coordinating events, developing policy and thematic briefs and supporting external and internal engagement with a variety of stakeholders.

Skills

- In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization, and in particular labour mobility.
- Strong organizational, planning and communication skills.
- Excellent writing skills and speaking in terms of language and analysis.
- Ability to work independently against tight deadlines.
- Strong collaboration skills with colleagues from different backgrounds in different time zones.

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 is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) 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

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 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.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification 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 16 May 2024 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 03.05.2024 to 16.05.2024

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 2024 266 Engagement and Coordination Officer (LMD) (P3) Geneva, Switzerland (58833292) Released

Posting: Posting NC58833293 (58833293) Released