

Position Title : **Regional Crisis Coordinator**
Duty Station : **Vienna, Austria**
Classification : **Professional Staff, Grade P4**
Type of Appointment : **Special short-term graded, Six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **20 June 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. External female candidates:
3. Candidate from the following non-represented member states:
Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Fiji; 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 of IOM and female candidates.

Context:

The International Organization for Migration (IOM) is part of the United Nations (UN) System as the leading inter-governmental organization promoting since 1951 humane and orderly migration for the benefit of all, with 174 member states and a presence in over 100 countries.

The South East Europe, East Europe and Central Asia (SEECA) region faces both sudden and slow-onset disasters which affect hundreds of millions of individuals annually and result in significant displacement and damage to infrastructure. While regional and national disaster management capacities have been established and enhanced, they are often overwhelmed due to the frequency and scale of the impact on people's lives, livelihoods and infrastructure.

In the 20 countries covered by SEECA region from Regional Office (RO) Vienna , IOM is

committed to supporting regional institutions and Member States to reduce exposure and vulnerability to risks, enhance communities' resilience and augment the capacity of crisis response agencies. The Emergency and Post-Crisis Unit (EPC) in the Regional Office Vienna provides direct support to the Organization's crisis-related work, including emergency preparedness, response, risk reduction and support to recovery, transition, and peacebuilding processes. IOM supports capacity building and long-term risk reduction efforts in order to strengthen national responses and assure the operational presence required for rapid reaction and scale-up during sudden onset disasters. This enables life-saving responses, the ability to provide real time displacement monitoring, support for recovery efforts and the identification and establishment of durable solutions for affected communities.

The Regional Crisis Coordinator will work under overall supervision of the Regional Director and the direct supervision of the Senior Regional Emergency and Post-Crisis Specialist, in coordination with other relevant Units of the Regional Office, Vienna. The HQ-led Level-3 Ukraine emergency operation consists of a large-scale conflict setting as well as numerous complex refugee contexts in surrounding and neighbouring countries; this arrangement is slated for transition to RO Vienna-led Level 2 response in close coordination with Headquarter (HQ) and RO Brussels. The Regional Crisis Coordinator will be responsible for overseeing the set up of RO-level Migration Emergency Coordination (MEC) support team for L2 responses in the RO Vienna, with particular focus on the Ukraine Regional Response.

Core Functions / Responsibilities:

1. Manage day to day operations of the RO Vienna MEC Support Team to ensure consistent delivery on the needs of decision makers, internal and external stakeholders, related to the Ukraine crisis, inside and outside of Ukraine (in neighbouring countries).
2. Monitor the implementation of IOM's programmes in Ukraine and other countries impacted by the Ukraine Crisis. In coordination with regional resource management units ensure supervision of the related budgetary, financial, and administrative needs to ensure timely implementation and reporting of the IOM projects in these contexts through creation of products to better assess mission health and delivery efficiency.
3. Ensure key deliverables of the MEC Support Team including talking points, strategic reports, executive summaries, and other decision and information sharing tools for internal and external communication are of high quality, timely, relevant, and stored and documented to improve process flow and iterative quality and efficiency.
4. Oversee iterative development and implementation of an Information Management Strategy designed to reduce reporting burdens, particularly stemming from duplication and inefficiency, and increase satisfaction of information needs, including through the development of new and innovative products.
5. Ensure that IOM is well represented in public information published by key stakeholders, namely United Nations High Commissioner for Refugees (UNHCR) and Office for the Coordination of Human Affairs (OCHA), through liaison, tracking and quality control of the IOM submissions and inclusions into regular humanitarian processes inclusive of appeals, response plans, and reporting frameworks and systems.
6. Supervise the work of directly reporting staff, including quality assurance, content direction, and substantive support, where required, to achieve objectives of the MEC Support Team.
7. Offering support and coordination to Heads of Programme, Emergency Coordinators, Programme Managers and other staff in Country Offices. Contribute to building the capacities of IOM staff through a combination of formal training and on-the-job mentoring.
8. In coordination with the Senior Emergency and Post Crisis Regional Thematic Specialist

(EPC RTS), act as the focal point for internal and external stakeholders; establish and maintain credible partnerships at appropriate levels with government entities, local authorities, implementing partners, UN agencies, donors, and other stakeholders as relevant to the projects and activities of the thematic areas.

9. Support the rollout, integration, and operationalization of IOM's newly released institutional framework and operational guidance on localization and strengthen knowledge sharing on localization across affected countries.

10. Drive appropriate policy and operational inter-agency mechanisms, including acting as the IOM Focal Point for the regional Information Management Working Group for the Ukraine crisis and related sub-groups, as well as relevant groups at country-level where there is a gap.

11. Conduct regular coordination with other regional thematic specialists, ensuring that IOM activities are complementary and synergies among all project activities, including, but not limited to, trainings, workshops, missions, and awareness-raising and information campaigns to achieve programme objectives.

12. Serve as an expert resource in the key areas of humanitarian intervention; addressing related legislation, regulation, and policy concerns; and institutional capacity building.

13. In coordination with the Senior EPC RTS, provide expert support and guidance on further operationalizing and strengthening triple nexus programming (Humanitarian, development and peace nexus).

14. Oversee the selection and recruitment of relevant project staff; supervise and guide staff working under relevant projects and establish the necessary staffing strength and profiles relevant to the implementation of the activities in the thematic areas.

15. Lead final review of donor and other reports before submission for consistency and accuracy and ensure proper information exchange on policy and operational aspects of the projects between IOM, donors and other stakeholders; elaborate general and/or specific information on programme activities as requested by donors/external parties, IOM Missions, Regional Office(s), and other relevant counterparts, including at Headquarters.

16. Strengthen data collection/systems, monitoring and evaluation tools to ensure effective implementation of projects and activities, identify lessons learned and good practices and coordinate the exchanges between countries and visit field locations as required.

17. Provide consistent review and competent advice to the Senior EPC RTS on the overall performance of the relevant projects and programmes to ensure effectiveness, coherence, and integrity, and establish strategic programmatic linkages.

18. Support strategic development and direction through the understanding and analysis of data on needs, activities, and context across affected countries.

19. Review and analyze country updates, Displacement Tracking Matrix (DTM) reports, and liaise with country missions to collect and systematically review best practices. Provide summaries, key highlights, and reports that contribute towards planning as well as impact analysis. Keep abreast of policies, changes in the conflict and refugee contexts, issues around humanitarian access, needs, and trends in funding to support foresight and able reaction.

20. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

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

Experience

- Minimum 5 years of experience in country or field-level humanitarian programmes with displaced populations, both internal and refugee, with programmatic and coordination roles.
- Experience in liaising with inter-agency mechanisms and stakeholders, including within the UN family, Government and donors.
- Minimum 5 years of experience and gradual increased responsibility in crisis coordination and systems design in complex crises context(s).
- Experience in developing strategic products for knowledge and information management in a high-pressure environment with multiple stakeholders.
- Experience developing and coordinating multi-country humanitarian programming.
- Experience in stakeholder management, representation and advocacy.

Skills

- Knowledge and experience in both IASC and Refugee coordination structures.
- Demonstrated management ability to develop high impact data visualization and design data analysis products.
- Knowledge in information management, M&E and reporting.

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 languages spoken in the region and/or 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 3

- **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 3

- **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. For this staff category, candidates who are nationals of the duty station's country and who do not have prior experience outside the duty station's country as staff member in the Professional category 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 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 20 June 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 07.06.2024 to 20.06.2024

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: SVN 2024 145 Regional Crisis Coordinator (P4) Vienna, Austria (58912455) Released

Posting: Posting NC58912456 (58912456) Released