

Position Title : **Head of Sub-Office**  
Duty Station : **Arlit, Niger**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Special short-term graded, 6 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **11 July 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](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; 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; Vanuatu*

Second tier candidates include:

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

### **Context:**

Niger is a country of origin and transit for migrants to North Africa and Europe. Following the increasing need to support migrants stranded in the country, including those in distress in the desert in the Agadez region, the International Organization for Migration (IOM), with funding from the European Union, established the Migrant Resource and Response Mechanism (MRRM) in 2016 to: provide direct humanitarian assistance and protection services to migrants stranded along migration routes in Agadez, Arlit, Assamaka, Dirkou and Niamey; support the voluntary return and sustainable reintegration of migrants in their countries of origin; foster better collaboration between countries of origin, transit and destination; and increase national migration management capacities and partners' understanding to promote community development as an alternative to irregular migration.

Under the overall supervision of the Chief of Mission and the direct supervision of the Head of the Agadez Sub-Office (primary supervision line) and the technical supervision of the Senior

Programme Coordinator (MPA) (additional supervisor line) for programmatic portfolio management related responsibilities, the Head of Sub-Office performs the following functions:

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

1. Control and supervise the budgetary and administrative functions of the Sub-Office in accordance with the Organization's regulations and procedures. Monitor operational activities including in comparison with planned and budgeted activities and recommend remedial action if necessary.
2. Supervise relevant Sub-Office staff and monitor the work of consultants and third-party contractors working in the Sub-Office. Organize capacity-building activities and ensure adherence to IOM's staff rules and regulations.
3. Track and follow up on mandatory IOM training for all staff, consultants, and local partners for compliance purposes.
4. In close coordination with the Head of the Agadez Sub-Office, the Senior Programme Coordinator (MPA), relevant thematic staff and the CoM, work to ensure the coherence and quality of IOM response and programming in the supervised locations (Arlit and Assamaka).
5. Identify and analyse gaps, operational challenges and constraints and recommend action to address them in close consultation with the COM and other relevant staff to help streamline programmatic and administrative processes in the Sub-Office and their alignment with IOM policies and standards.
6. Maintain working relationships with regional and local governmental authorities, international and local organizations, and other relevant stakeholders.
7. Undertake duty travel related to programme assessments and guidance, liaison with counterparts and partners, and various meetings.
8. Provide regular and timely information and updates and draft weekly reports related to programme achievements, challenges, budget considerations and donor liaison issues to the CoM and other members of the Senior Management Team (SMT).
9. Closely coordinate with the Senior Resource Management Officer (SRMO) and all resource management units (Information and Communication Technology (ICT), Finance, Logistics and Procurement, Human Resources) in Niamey for the coherent implementation of relevant policies and procedures at the field level.
10. Take necessary measures as appropriate, in close coordination with relevant members of the SMT, project managers, and thematic staff, especially the Protection Unit and the PSEA focal points, to ensure compliance with IOM policies and procedures, including implementation of internal control measures to prevent and respond to fraud, mismanagement, sexual exploitation and abuse, and other unethical practices.
11. Facilitate field visibility in close coordination with the relevant units within IOM.
12. Liaise with relevant security actors – particularly the United Nations Department for Safety and Security (UNDSS) – to ensure IOM staff safety, including by coordinating timely travel clearance.
13. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Political Science, Social Science, International Studies, Public Administration, Economics, or a related field from an academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Professional experience in managing and/or implementing crisis response, recovery and development projects;
- Professional experience supervising and/or managing staff in complex environments;
- Experience working with local authorities, international organizations, and NGOs;
- Experience handling confidential data;
- Prior work experience with IOM is an asset;
- Prior work experience in the region and understanding of regional issues and trends is an advantage; and,
- Prior work experience in hardship locations is an asset.

### **Skills**

- In-depth knowledge of the broad range of migration-related subject areas the Organisation deals with;
- Strong management, supervision, and capacity-building skills; and,
- Demonstrated communication and report-writing skills.

### **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 French is required (oral and written).

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 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 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 11 July 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](http://www.iom.int/recruitment)

***Posting period:***

From 28.06.2024 to 11.07.2024

***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 165 Head of Sub-Office (P2) Arlit, Niger (58962956) Released

Posting: Posting NC58962957 (58962957) Released