

Position Title : **Project Officer (Transition and Recovery)**  
Duty Station : **Dnipro, Ukraine**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **09 October 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; Comoros; Congo (the); Cook Islands; 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; 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:**

Under the overall supervision of the Chief of Mission and the Senior Programme Coordinator (Transition & Recovery) and the direct supervision of the Project Officer (HREF), the Project Officer (Transition and Recovery) will implement and provide technical support for the project “Strengthening the Capacities of Ukrainian Institutions and Local Organizations to Support a Community-Based and Participatory Approach to Protection and Durable Solutions” which funded by Korea International Cooperation Agency (KOICA). The Project Officer (Transition and Recovery) will be accountable for overall project implementation, reporting, and contributing to the Transition and Recovery Unit’s (TRU) thematic pillar on durable solutions and community engagement through the project implementation.

The thematic areas of work of IOM Ukraine’s TRU encompass community stabilization, durable solutions, early recovery, violence prevention, peacebuilding, reintegration of former combatants, inclusion of displaced populations in democratic processes, reparations, and

transitional justice.

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

1. Implement and coordinate the overall project activities, and monitor the budgetary and administrative aspects, in line with IOM policies and procedures as well as donor requirements.
2. Provide operational guidance and technical supervision to the project staff, assisting on programmatic strategy and implementation. Monitor the project progress specifically aimed at increasing effectiveness and recommending appropriate action.
3. Support the monitoring and evaluation against project's strategic objectives, targets and indicators, working to establish a Monitoring & Evaluation (M&E) framework for the project that incorporates regular reporting requirements in close coordination with Monitoring, Evaluation, Accountability and Learning (MEAL) unit.
4. Document priority areas for project development and contribute to the development of new projects by assessing the local context periodically.
5. Supervise the staff assigned to the project, and monitor the work of Consultants/Implementing Partners recruited to support and/or undertake specific activities. Schedule, contribute to the development of, organize and deliver capacity building activities for staff, partners, government officials and other relevant actors.
6. Assist coordination with relevant actors, including sector leads and technical working groups at respective macro region(s).
7. Closely coordinate with other units in the mission for a smooth implementation of project activities.
8. Coordinate the adequate information management on project related activities including visibility by providing regular updates, summaries, social media posts and other relevant materials in close coordination with Communications unit.
9. Draft quality progress narrative and other reports related to the project activities, tracking and following up on timely submission and compliance with donor and IOM requirements.
10. Undertake duty travels as required to support coordination and monitoring activities for project implementation.
11. Perform such other duties as may be assigned.

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

#### **Education**

- Master's degree in Political or Social Sciences, International Relations, Peace and Conflict Studies, Economics, Management, or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above-mentioned fields with four years of relevant professional experience.

#### **Experience**

- Experience working in international organizations and the humanitarian community;

- Experience in project implementation in crisis contexts and supervising teams;
- Experience with TRU thematic areas and/or community stabilization is a distinct advantage;
- Prior experience working on durable solutions, community engagement, small scale infrastructure is a distinct advantage;
- Experience in managing or coordinating the design, implementation, MEAL, reporting, and budgetary oversight for projects or programmes;
- Experience in conducting thematic research through consultative process;
- Experience in implementing Korea International Cooperation Agency (KOICA) funded project(s).

## Skills

- Proven supervision, coordination and informational management skills;
- Good knowledge of the UN System, Non-Governmental Organizations (NGOs) and other international organizations/institutions;
- Good knowledge of human and financial resources management;
- Good communication, organizational and interpersonal relationship skills;
- Ability to meet deadlines and work under pressure with minimum supervision; and,
- Ability to maintain partnerships with development partners, government counterparts, UN agencies, local authorities and other relevant stakeholders.

## 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 Korean 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

<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 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 09 October 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 26.09.2024 to 09.10.2024

***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 570 Project Officer (Transition and Recovery) (P2) Dnipro, Ukraine (59170907)

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