

Position Title : **Project Development Support Unit Coordinator**  
Duty Station : **Bujumbura, Burundi**  
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 : **10 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 direct supervision of the Chief of Mission (CoM) and in close coordination with relevant coordinators and project managers in Burundi and with the Regional Office (RO) for East Africa in Nairobi, the Project Development Support Unit Coordinator will be primarily responsible for project conceptualization, proposal development, streamlining internal communications and overseeing the mission's external communication strategy.

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

1. Lead and consolidate the drafting of concepts and project proposals in Project Information and Management Application (PRIMA) in line with IOM's mandate the Mission's strategy, operational priorities and needs in Burundi, with donors' interests and requirements, for

negotiations and submission to existing and new potential donors.

2. Ensure that institutional and regional frameworks/strategies (e.g. Strategic Results Framework, East and Horn of Africa Regional Strategy & Matrix, etc) are embedded throughout the project cycle, especially in project development.

3. Directly supervise international and national staff of the Project Development Support Unit (PDSU), including the PDSU Officer, the Monitoring & Evaluation Officer (M&E), the PDSU Assistant and Communication Assistant, and perform all related human resources requirements for successful team operations.

4. Enhance the Mission's relations with donors in Bujumbura. Organise, attend, report, and follow up on contacts and meetings with donors, collate and provide updates on Mission's programmes and activities, collect information about donors' policies, approaches and funding opportunities, feedback to relevant colleagues and services and provide advice on the follow up as needed in view of new project opportunities.

5. Identify potential and realistic funding opportunities by collecting donor information and maintain thorough knowledge of donor priorities for Burundi, and specific requirements related to the project planning, development, and reporting.

6. Streamline communication between the Burundi mission and international teams and offices (RO, Office of Legal Affairs (LEG), Accounting and Financial Reporting Division (ACO), Global Procurement Supply Unit (GPSU) etc.) by reviewing the content of documents, translating when necessary, and ensuring proper administrative processes for review and endorsement are respected.

7. Support the facilitation of project inception and progress review meetings.

8. Ensure the regular update of universal project tracking and funding opportunity database.

9. Oversee the mission's external communication strategy including the development and dissemination of communications including the utilization of social media communication tools (including but not limited to Twitter, Facebook, IOM, reports and various media resources) for crisis-affected communities based on key messages and concerns in the context of Burundi to increase awareness of IOM's work in the country.

10. Design and prepare appropriate information campaigns for a variety of target groups, including within the Mission and to external sources, IOM Missions, headquarters, donors, United Nations agencies, government counterpart and other interested stakeholders.

11. Develop and strengthen links with local, regional and international media to promote the work of IOM in Burundi.

12. Provide input and coordinate the project development/monitoring and evaluation work plan and the development and updating of projects as well as reporting and contract schedules for all IOM Burundi projects in line with the donors' requirements.

13. Participate in inter-agency media and communication working groups to encourage information flow across agencies and to develop complementary media strategies.

14. Advise field and programme staff in the sub-offices on public information, media, and communication issues.

15. Identify and organize outreach activities and assist the CoM in carrying out initiatives to promote IOM's image and to increase the awareness of IOM activities in the country. Advise the CoM and Programme Managers on media and communication issues/campaigns.

16. Consolidate and analyse data on programme implementation and Mission's activities, in

order to ensure the preparation of donor reports as well as mission, regional and Headquarters periodic and activity-specific reports, as may be required.

17. Facilitate the generation and use of knowledge so as to promote improved policy engagement, project development and management in Burundi and the region.

18. Participate in mission key events and workshops and undertake field duty travels as needed to acquire material, including photographs of work being undertaken by the field, that would promote IOM with donors and governments.

19. Liaise closely with programme managers to regularly update the mission website.

20. Provide input, as necessary to Public Information (PI) products with regards to the donor coordination and relevance and assist the departments with regular reporting, info graphics and situation reports.

21. Provide and coordinate inputs for information requests from Headquarters, the RO, other IOM missions and external partners, such as donors, partner agencies, implementing partners, etc.

22. Represent IOM Burundi at various stakeholder meetings, conferences, or workshops as needed.

23. Perform such other related duties as may be assigned.

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

### **Education**

- Master's degree in Political or Social Science, International Relations, International Development, Social Sciences, 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**

- Work experience in technical writing, editing, and reporting in English and French; and,
- Experience in donor relations and report writing for relevant donors is an advantage.

### **Skills**

- Familiarity with a multitude of international development and humanitarian areas of intervention;
- Advanced research, writing, outreach and communications skills;
- Familiarity with monitoring and evaluation concepts and methods; and,
- Demonstrable knowledge of Burundi political and humanitarian issues.

### **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). Working knowledge of any regional language 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 10 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 27.09.2024 to 10.10.2024

### ***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 580 Project Development Support Unit Coordinator (P3) Bujumbura, Burundi (59175016) Released

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