

Position Title : **Policy and Project Support Officer**
Duty Station : **Athens, Greece**
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 : **22 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.

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 Sub-Regional Director and direct supervision of the Chief of Mission (CoM), and in close collaboration with the relevant units at the Sub-Regional Office, Regional Office and Headquarters (HQ), the Policy and Project Support Officer will be responsible and accountable for policy and projects support through provision of policy advice and guidance, and the development, review and submission of strategic outlines, project documents and donor reports, coordinating the project development, donor and institutional reporting, monitoring and evaluation (M&E) in the IOM Greece Country Office (CO), as well as identifying opportunities for promoting IOM's strategic objectives through CO's programmes and for developing Strategic Partnership with counterparts in the government, UN agencies and other relevant stakeholders in line with IOM Strategic Plan 2024-2028 and the Global Compact on Safe, Regular and Orderly Migration (GCM).

Core Functions / Responsibilities:

1. In coordination with the CoM, coordinate the development and review of the CO's strategic planning process, including annual work planning. Provide interpretation of IOM strategic policies to the national context and provide guidance to the Chief of Mission and relevant staff as to key priorities for the CO.
2. Undertake ongoing analysis of key national and regional frameworks, such as the New Pact on Migration and Asylum, and its impact on programmatic and funding opportunities for the CO. Supervise the drafting of in-depth briefs and IOM position papers on specific issues related to migration legislation and policy at the national and European Union (EU) level.
3. Manage the development and strategic communication of institutional policy perspectives with governmental and other stakeholders at the national level, based on migration policy-related research and analysis, including data analysis.
4. Prepare strategic briefing notes and policy inputs in relation to liaison functions, visiting delegations and donors, conferences, meetings, and other events related to donor and Governmental liaison, including communication and liaison with donors and other officials and stakeholders.
5. In close collaboration with relevant Units in the CO, and the Regional Thematic Specialists (RTSs) and the Regional Project Development Officer (RPDO), identify project opportunities based on national and sub-regional needs and priorities, coordinate the design and development of new and innovative programmes and projects ensuring compliance with donor interests and requirements, as well as IOM Strategic Plan. Ensure the review and endorsement of concept notes, proposals and donor reports on IOM's relevant software application.
6. Maintain effective working relationships with donors and potential donors, and keep up to date about funding trends, policies and strategic priorities and budgetary planning cycles of donors and governments. Pro-actively seek funding sources among government and non-government donors, in line with IOM's strategic priorities.
7. Create and maintain up-to-date donor profiles and produce guidance notes on donor priorities. Identify approaches to expand the donor base, including research and mapping of funding trends. Draft Appeals, Sitreps, as required, whilst managing the CO's efforts to analyze and develop a consolidated approach to private sector engagement.
8. Advise and support the Project Managers in complying with donor reporting by coordinating, providing input and reviewing of donor and other relevant reports. Ensure compliance with donor requirements and procedures and IOM reporting standards and processes. Support Project Managers in effective use of the relevant software application as a knowledge management tool and means to capture project data. Proactively analyze resource requirements for the achievement of the country strategy and identify possible actions.
9. Oversee and supervise the monitoring activities in order to generate data and inform; identify in advance implementation challenges, formulate solutions and ensure the timely delivery of activities and services within the designated timeframe, whilst mainstreaming cross-cutting issues such as rights-based approach, gender, protection, environmental sensitivity, and sustainability.
10. Enhance effective IOM knowledge management at the CO level on project development and reporting, including project development and reporting tracking, data capture and analysis, using existing IOM platforms and tools.
11. In cooperation with the Public Information Unit, produce visibility and other presentation materials to support resource mobilization, including, but not limited to, donor visits and briefings, reports, data and strategic information.

12. In coordination with the CoM, represent the CO in donor meetings, briefings, conferences, and liaise with donors, governmental partners, project partners, think tanks policy centers at the national level.

13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in International Relations, International Development, Political or Social Sciences, Migration Studies, Law, 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 working in international organization and knowledge of the UN system;
- Experience in the field of migration issues, project development and design, project implementation, and administrative and financial management;
- Experience in donor relations and grant management for specific donors of IOM's interest;
- Previous experience and knowledge of donor funding mechanisms, particularly in the Country;
- Experience in project development, donor reporting and technical writing and editing, preferably in the international development/humanitarian sector; and,
- Experience with Results Based Management approach and other strategic planning approaches.

Skills

- Excellent communication, writing and organizational skills; ability to prepare clear and concise reports;
- Basic knowledge of monitoring and evaluation concepts, approaches and methodologies;
- Proven analytical and planning skills; capacity to establish working relationships with governmental authorities, national/international institutions and Non-Governmental Organizations;
- Capacity to supervise and train support staff; ability to work effectively and harmoniously with colleagues from varied cultures and professional background;
- Ability to work with accuracy under constraints and pressure; high sense of confidentiality, initiative and good judgment;
- Personal commitment, efficiency, flexibility, drive for results, creative thinking; and,
- Good level of computer literacy, including database applications.

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 Greek and/or another 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. 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 22 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

Posting period:

From 09.10.2024 to 22.10.2024

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 604 Policy and Project Support Officer (P3) Athens, Greece (59196958) Released
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