

Position Title : **Emergency Officer**  
Duty Station : **Bujumbura, Burundi**  
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 : **21 November 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), the Emergency Officer will contribute to the development of, and supervise and coordinate the implementation and monitoring of emergency-related programming in Burundi Country Office (CO) aimed at providing lifesaving assistance, including Non-Food Item (NFI)/Shelter/Water, Sanitation, and Hygiene (WASH), services to people displaced by natural hazards, Burundian returnees and host communities among other people in need funded by various donors. The Emergency Officer will also contribute to strengthening coordination mechanisms amongst stakeholders, including NFI/Shelter/WASH Sector co-ordination, and the development of strategic humanitarian documents (Global Humanitarian Overview, Inter-Agency Flash Appeal, etc.).

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

1. Supervise and coordinate the emergency portfolio implementation, checking if the response is effective and coherent.
2. Maintain and implement functioning monitoring and evaluation systems, in close collaboration with the Project Development and Support Unit (PDSU) unit.
3. Regularly monitor the project progress and ensure timely backstopping and the provision of information on encountered challenges including budget tracking, burn-rate monitoring and financial reporting as well as an organized database on all ongoing emergency-projects.
4. In close coordination with the CO's PDSU and other relevant units, facilitate dissemination of complete and timely reports to the donors as per donor contracts.
5. Provide support and co-coordination services to the NFI/Shelter/WASH sector including coordinating initiatives and mechanisms, contributing to the capacity building of relevant stakeholders, and providing technical inputs for the development of national emergency response strategies in close coordination with the relevant ministries and humanitarian community Focal Points.
6. Participate in inter-agency coordination meetings on behalf of the NFI/Shelter/WASH sector as well as other fora to facilitate proper coordination and presentation of NFI/Shelter/WASH sector activities, and facilitating collaboration and information sharing with different governmental entities, UN agencies, NGOs, and the international donor community.
7. As necessary, coordinate other sector meetings (Health, Protection, etc.) attendance for IOM Burundi.
8. Facilitate the provision of timely, accurate, standardized, and adequate information to all relevant stakeholders regarding humanitarian needs, new displacements and conditions in return/relocation areas, paying special attention to the situation of vulnerable groups including children, elderly, and individuals with special needs.
9. Research and document new project opportunities in line with identified needs, donor and governmental priorities, and IOM's mandate and strategy. Draft portions of project proposals and corresponding budgets in close collaboration with PDSU and Resource Management Unit (RMU).
10. Supervise staff in the emergency unit (mostly NFI/Shelter/WASH and House, Landing and Property (HLP) staff), and contribute to the capacity building of the members of the team.
11. Contribute to the development of public information materials and tools, including drafting of articles, photo reports and visibility products on success stories, case studies, newsletters and press releases.
12. Perform such other duties as may be assigned.

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

#### **Education**

- Master's degree in Development Studies, Geography, Demography, International Relations, Humanitarian Assistance or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

#### **Experience**

- Experience working in an emergency context, particularly in French-speaking countries or East Africa;
- Experience related to NFI/Shelter/WASH including project management, coordination, capacity building, etc.;
- Experience liaising and collaborating with government officials, donors, UN personnel, NGOs, and other stakeholders; and,
- Experience in project management, implementation and/or support, including monitoring budgets and supervising staff.

## Skills

- Excellent writing and communication skills;
- Excellent computer skills, including with Microsoft functions such as Word, Excel, PowerPoint, etc, and Adobe Package; and,
- Understanding and respect of IOM's data protection guidelines.

## 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 another official UN language (Arabic, Chinese, 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 21 November 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 08.11.2024 to 21.11.2024

***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 663 Emergency Officer (P2) Bujumbura, Burundi (59259060) Released

Posting: Posting NC59259061 (59259061) Released