



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Programme Manager/Chief of Party**
Duty Station : **Niamey, Niger**
Classification : **Professional Staff, Grade P4**
Type of Appointment : **Special short-term graded, Nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **24 January 2019**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

Antigua and Barbuda, Bahamas, Cook Islands, Cuba, Cabo Verde, Djibouti, Fiji, Micronesia (Federated States of), Gabon, Grenada, Guyana, Iceland, Kiribati, Comoros, Saint Kitts and Nevis, Lao People's Democratic Republic, Saint Lucia, Lesotho, Libya, Montenegro, Marshall Islands, Mauritania, Namibia, Nauru, Papua New Guinea, Palau, Paraguay, Solomon Islands, Seychelles, Suriname, Sao Tome and Principe, Eswatini, Timor-Leste, Tonga, Tuvalu, Holy See, Saint Vincent and the Grenadines, Vanuatu, Samoa

3. External female candidates.

Context:

Under the direct supervision of the Chief of Mission, and the programmatic directives from the IOM-OTI Global Program Coordinator in Washington, DC – as outlined in the “Framework for Cooperation between USAID/OTI and IOM” –, the successful candidate will be responsible for the overall coordination and management of country level activities and ensuring strong donor communications and engagement for the IOM country programme funded by United States Agency for International Development (USAID)/Office of Transition Initiatives (OTI), as well as coordination with the Community Resilience Activity (CRA) Chief of Party/Programme Manager.

The programme, supported by a small grants initiative, will be implemented in close coordination with USAID/OTI, with communities in priority areas, and with all levels of Government. The overall objective of the IOM Programme is to improve country cohesiveness through strengthened community empowerment and economic uplift. The Programme Manager/Chief of Party will discharge a range of duties and provide overall guidance for the programme throughout its geographic coverage.

Core Functions / Responsibilities:

1. Manage full programmatic, financial, administrative, logistical and relational responsibilities for all programme activities and ensure that IOM standards and operating modalities are met wherever the programme is implemented.
2. Conceptualize and design programme strategies, and direct appropriate resource allocation among several offices, stakeholders and sub-regions.
3. Manage the in-country relationship with USAID/OTI and work in close coordination with IOM Global Coordinator for OTI Programs in Washington, DC as part of IOM's global strategic partnership with USAID/OTI, as well as coordinate closely with the CRA Chief of Party/Programme Manager.
4. Maintain a frequent dialogue and close and positive working relationship with USAID/OTI representatives in country, to reinforce the principles of OTI's One Team approach and ensure collaborative activity development and analysis.
5. Hire and train all programme staff as well as create, deploy and periodically fine-tune all programmatic systems, including database management, procurement, financial tracking and accounting. Ensure that all departments are coordinating together smoothly to achieve the programme objectives and supervise all in-country international and national staff.
6. Actively build and maintain a flexible, responsive, and amicable relationship with key program stakeholders, including USAID/OTI, IOM Washington, and the IOM Country Mission. Set a positive example for programme staff by ensuring that messaging and actions relating to USAID/OTI, IOM Washington, and the IOM Mission are constructive, collegial, and frequent.
7. In close conjunction with the management of the IOM Mission, the Mission's Field Security Officer, and in accordance with the United Nations Department of Safety and Security (UNDSS) requirements, be responsible for the safety and security of all individuals implementing the programme. This includes ensuring that appropriate security information is regularly and appropriately disseminated, and that relevant safety and security training is conducted in coordination with IOM's Staff Security Unit (SSU) when required.
8. Assess, develop a plan for, and oversee all related contracting staff, technical experts or service providers in relation to the programme.
9. Liaise with international and national counterparts to further the development and enhance the objectives of the programme. Seek programmatic partnerships and synergies when appropriate with other humanitarian and development partners and government entities.
10. Actively consult with a wide range of sources, including management of the IOM Mission and IOM Washington, to continually assess the full context of the IOM Programme funded by USAID/OTI, including in relation to other IOM programmes and priorities in the country.
11. Responsible for continually developing the IOM Programme in accordance with programme objectives, updated strategic priorities, project successes, donor interests and UN security constraints.
12. Supervise the tracking of all programme expenditures to ensure budget recommendations are met, that all grant management and financial tracking instruments are reconciled and that all funds are spent in accordance with IOM standards and donor expectations. In coordination with the relevant IOM Mission departments, HQ and others, ensure the timely submission of financial reports to the donor.
13. Responsible for regular reporting, including all financial, narrative and database

requirements, and ensure regular and proactive coordination with the IOM Global OTI Program Coordinator and other programme counterparts in Washington, DC in support of the OTI 4-Corner management model.

14. In close coordination with the main programme counterparts, ensure that small grant initiatives and related community and government relationships are developed in accordance with programme goals and objectives.

15. Act as the primary contact for the programme in work across multiple sectors that include, but are not limited to, health, agriculture, education, municipal infrastructure, gender, transportation, and water and sanitation.

16. Develop and enforce anti-corruption measures and strengthen existing measures including the implementation of a sound Monitoring and Evaluation system to ensure the transparent use of donor funds. Report corruption issues to the donor according to established procedures.

17. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Law, International Relations, Development Studies and Planning or a related field from an accredited academic institution with seven years of relevant professional experience; or
- University degree in the above fields with nine years of relevant professional experience.

Experience

- Progressive responsibility with demonstrated supervisory experience in staff, security, budget, office and relationship management;
- Minimum 5 years of operational field experience in programme formulation, implementation and evaluation;
- Minimum 3 years of operational experience with USAID/OTI (ideal) or USAID programming in a rapid transition or post-conflict area;
- Previous work experience in small-grants programming, infrastructure works, procurement and civil-society strengthening highly desirable;
- Thorough knowledge of the United Nations Department of Safety and Security protocols and experience working in a Phase III or above security environment;
- Experience managing staff from diverse environments and backgrounds and in UNDSS phased security areas;
- History of successfully managing close relationships with donors and with other units within an organization.

Languages

Fluency in English and working knowledge of French is required. Working knowledge of Spanish is an advantage.

Desirable Competencies:

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

- **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.

Core Competencies – behavioural indicators level 3

- **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 action 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 3

- **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 potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

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.

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 security clearances.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 24 January 2019 at the latest, referring to this advertisement.

For further information, please refer to:

<http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

Posting period:

From 11.01.2019 to 24.01.2019

Requisition: SVN 2019/15 (P) - Programme Manager/Chief of Party (P4) - Niamey, Niger (55763264)
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