



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Chief of Mission**
Duty Station : **Sana'a, Yemen**
Classification : **Professional Staff, Grade D1**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **05 June 2022**

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. External female candidates:
3. Candidate from the following non-represented member states:
Antigua and Barbuda; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Cuba; Curaçao; Fiji; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Libya; Madagascar; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states of IOM and female candidates.

Context:

Under the overall guidance of the Director General and direct supervision of the Regional Director (RD), as well as in close cooperation with relevant Units at Headquarters (HQ), the Chief of Mission (CoM) will be responsible and accountable for the activities of IOM, overseeing and providing policy, administrative, programme and financial support to the Country Office (CO) Yemen. The Chief of Mission also works under the supervision of the RC as regards his/her role to lead and enable the joint work of the UNCT to ensure effective coordination of country-level activities to deliver on the strategic results agreed in the UN Cooperation Framework in line with the UN Charter and international norms and standards.

Core Functions / Responsibilities:

Strategic country programme development and planning

1. Develop and contribute to IOM's overall mandate and strategy through project development and implementation, with appropriate consultation with the Regional Office (RO), Headquarters and other relevant stakeholders.
2. Keep abreast of migration issues and emerging trends, brief relevant partners, and UN coordination mechanisms at regional level. In relation to these, formulate and advocate plans of action; undertake priority setting and seek programme and project opportunities in consultation with the RD, Regional Thematic Specialists (RTS) and HQ.
3. Analyse political and humanitarian developments on the ground, as well as issues related to humanitarian access, and advise the Director-General, HQ and RO Cairo on preferred IOM approaches and strategic adjustments with regards to humanitarian assistance, early recovery, rehabilitation, and related programming areas and relate issues which are likely to affect the work of the Organization.
4. Play an integral role in migration policy discussions and ensure approved policies are appropriately integrated in national activities by securing IOM's involvement in discussions at national level. Ensure policies approved by the government are fully integrated in broader national priorities and/or national development plans. Support the regional and international processes and dialogues on migration relevant to IOM. Ensure the participation of government officials in these initiatives.
5. Stimulate, catalyse, and support project development in the country through regular stakeholder consultations. Assess the appropriateness and effectiveness of programme development strategies and fundraising and recommend process improvements.
6. Where appropriate, develop and update IOM's Country Strategy as guided by IOM's applicable global frameworks and commitments, as well as the IOM Strategic Results Framework.
7. Advocate and promote the Organization's position on migration issues of concern. Ensure that IOM's humanitarian functions within Yemen are carried out and regularly reported to IOM RO/HQ and to the Humanitarian Coordinator (HC)
8. Advocate and support the authorities and key stakeholders on development of appropriate policies and strategies including through mainstreaming into national plan and budget. Support their proactive engagement in the global/regional processes such as the Regional Migrant Response Plan (RMRP) for the Horn of Africa and Yemen and follow up and implementation of the Global Compact for Migration (GCM) for Orderly, Safe and Regular Migration and the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs) going forward.

Country programme oversight and accountability

9. Promote and strengthen relationships with relevant stakeholders and identify opportunities to work towards improving migration governance and achieving migration-related Sustainable Development Goals identified as immediate priorities.
10. Direct and monitor project planning, design, and implementation of IOM activities in line with the UN Management and Accountability Framework, where appropriate. Evaluate IOM's operational activities and prepare recommendations with a view to increasing their effectiveness.

11. Supervise the management, implementation and assure high quality performance of a large variety of programmes related to migration and assure the inclusion of cross cutting issues such as gender and ethnicity.

12. Report regularly to the Director General, Regional Director, Senior Staff in HQ, and other interested partners on progress achieved and developments in the Country Office.

13. Prepare regular and special reports including narrative, impact, policy, financial, evaluation and statistics covering IOM achievements. Prepare briefings and background information requested by the Regional Office, HQ, the Government, and other entities, such as donors and other stakeholders.

UN inter-agency engagement

14. Participate and contribute in policy and operational United Nations Country Team (UNCT) inter-agency mechanisms at the field level, including Security Management Team (SMT), humanitarian country team meetings and other relevant fora in order to ensure IOM is adequately represented within inter-agency planning frameworks. In line with previous requests, serve as the acting RC/HC when needed. In addition, participate in the relevant UNCT thematic group(s) and contribute to common planning tools for operational activities for development such as the Common Country Assessments (CCAs) and United Nations Development Sustainable Development Cooperation Framework (UNSDCF) process.

15. Promote the objectives and work of the UN Network on Migration.

16. Participate in the Humanitarian Country Team (HCT) and contribute and provide support to inter-agency planning processes and the overall humanitarian strategy, ensuring obligations within the humanitarian cluster system are carried out including on reporting and capacity.

Resource Management

17. In coordination with the Regional Office, direct the operational, human resources, administrative, budgetary and financial activities in accordance with the Organization's rules and procedures.

18. Exercise oversight of financial management, expenditure, and budget preparation and ensure appropriate and timely reporting to donors and prepare briefings and background information requested by the RO and HQ, the Government, and other entities.

19. Ensure establishment and strengthening of internal controls aimed at preventing fraud and mismanagement in all activities.

Knowledge management

20. Gather and promote sustainable/best practices, as well as lessons learned from activities carried out by the respective IOM office(s) under its supervision.

21. Coordinate the Country Office's intra-programmatic development and knowledge service delivery.

22. Facilitate learning through organization of competency advancement training initiatives.

23. Perform regular field visits to create relationships with local authorities, represent IOM at events and meetings and monitor programme activities within the country where IOM operates.

Representation and strategic partnerships

24. Explore funding opportunities and secure funding and in-kind contributions from different donors in order to initiate, expand and sustain relevant IOM programmes in the country.

25. Support regional and international processes and dialogues on migration. Ensure the participation of relevant government officials in these initiatives to promote IOM's image and programmes.

26. Represent the Organization at national and international conferences and meetings, developing public relations and media activities to promote visibility of IOM's work and programmes.

27. Collaborate with international and regional organizations, diplomatic missions, NGOs, and civil society to identify migration-related areas for developing common activities/projects in a complementary manner.

28. Develop and promote liaison with diplomatic missions, international organizations, non-governmental organizations (NGOs), public media and other relevant stakeholders in the region, particularly with a view to identifying migration-related areas for developing common activities/projects in a complementary manner, identify needs and priorities for cooperation and project development as well as for fundraising purposes.

Other

29. Ensure that safety and security management of IOM personnel, facilities and assets are addressed, in coordination with the Regional Field Security Officer and that safety/security oversight in COs is provided. Ensure establishment and regular maintenance of Business Continuity Plans (BCP) and risk mitigation and management mechanisms are in place.

30. Lead the Prevention of Sexual Exploitation and Abuse and Sexual Harassment (PSEAH) Strategy for IOM at the country level, ensuring that PSEAH is mainstreamed in all operations and programming and is a part of the organizational culture, including but not limited to PSEAH awareness raising and training for staff and partners, safe and accessible complaints and referral mechanisms exist within programming and within the office environment, and policies on the reporting of sexual and other types of misconduct are followed.

31. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

Master's degree in Political or Social Sciences, Business Administration, Migration Studies, International Relations, Law, Development Studies, or a related field from an accredited academic institution with fifteen years of relevant professional experience.

Experience

- Extensive experience in general management as well as project and resources management;
- Extensive experience in diplomacy, fundraising and public relations, as well as in liaising with governmental and diplomatic authorities and international institutions;
- Significant experience in delivering large and diverse programmes within complex environments and settings.

Skills

- Excellent communications skills, both oral and written; Ability to prepare and deliver speeches on various activities of the Organization;
- Excellent liaison and negotiation skills;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;

- Strong knowledge of UN and bilateral donor programming;
- Knowledge of Monitoring and Evaluation procedures and Frameworks;
- Strong and effective resources management skills, sound knowledge of financial and business administration and of the principles and practices of management;
- Ability to deliver during crisis response;
- Good level of computer literacy.

Languages

IOM's official languages are English, French, and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese).

For all applicants, fluency in English is required (oral and written). Working knowledge of Arabic 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

Previous applicants do not need to re-apply.

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 three 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.

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 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 05 June 2022 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 23.05.2022 to 05.06.2022

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.

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