

Position Title : **Project Development and Reporting Officer**
Duty Station : **Pohnpei, Micronesia, Federated States of**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **21 December 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. Candidates from the following non-represented member states:
Antigua and Barbuda; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Curaçao; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; 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.

Context:

Established in 1951, the International Organization for Migration (IOM) is the principal inter-Governmental organization in the field of migration and 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 works in the four broad areas of migration management: migration and development, facilitating migration, regulating migration, and addressing forced migration. Cross-cutting activities including the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

The International Organization for Migration (IOM) Micronesia covers the Federated States of

Micronesia (FSM), Republic of the Marshall Islands, and Republic of Palau respectively.

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Program Support Unit (PSU) Coordinator, the Project Development and Reporting Officer will provide technical assistance and support for IOM Micronesia's donor liaison, project development and reporting activities.

Core Functions / Responsibilities:

1. Provide technical inputs to support the development of new project proposals in line with IOM's mandate using Processes and Resources Integrated Systems Management (PRIMA), and donor and government priorities, in close coordination with the PSU Coordinator, Resource Management Officer (RMO), and respective Project Managers.
2. Organize and implement administrative and logistical activities for the activation of projects in PRIMA, in close coordination with Project Managers and other pertinent IOM departments.
3. Maintain the project development and reporting database and follow up with Project Managers to ensure the timely and high-quality preparation and submission of donor reports.
4. Share knowledge and enhance organizational effectiveness by providing analyses and inputs for the development and use of templates, tips, mechanisms and guidelines that support resource mobilization and project development.
5. Contribute to and coordinate timely and high-quality preparation and dissemination of reports including monthly, interim, and final reports for donors based on program objectives, work plans, and timelines set by project agreements and in line with IOM reporting requirements, in close coordination with Project Managers (and M&E colleagues).
6. Assist in the development of Mission CO strategies and outreach materials through a consultative process with senior management and program staff for distribution to donors, government, partners, and other counterparts.
7. Within the scope of project development and reporting, liaise with relevant authorities, United Nations (UN) agencies, Non-Governmental Organizations (NGO), and other stakeholders and coordinate with key partners to facilitate proactive coordination, monitoring and IOM's programming.
8. Research and draft technical inputs for project development, reporting, and donor liaison purposes.
9. Provide and coordinate inputs for information requests from Headquarters (HQ), the Regional Office (RO), and other IOM COs and external partners, such as donors, government, partner agencies, and implementing partners, in close coordination with PSU Coordinator.
10. Assist in responding to internal and external information requests and inquiries regarding different programmes and activities.
11. Keep accurate and pertinent records of all correspondence, project development and reporting files, relevant databases and other project development and reporting-related information.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Science, Migration Studies, International Relations, Humanitarian Affairs, Development Studies, Law, Peace and Conflict Studies, Public Policy/Administration 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 in report and proposal writing and project development activities.
- Experience in liaising with a wide variety of stakeholders;
- Work experience in an international organization, UN agency, or non-Governmental Organization (NGOs) is preferred;
- Experience in the logical framework approach, results-based management and other strategic planning approaches;
- Experience in the Pacific region is an advantage.

Skills

- Strong organizational and editorial skills.
- Working knowledge of IOM processes and systems (PRIMA).
- Good project development and report writing skills.
- Good knowledge of programme management cycle.
- Excellent research, writing, outreach and communication skills; ability to prepare clear and concise reports.
- Familiarity with monitoring and evaluation concepts and methods.
- Proven ability to multi-task and accomplish multiple deliverables within a limited timeframe.
- Computer skills and knowledge of relational databases, Microsoft applications, spreadsheets, word processing etc.

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 (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written). Working knowledge of French and/or 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 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 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 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 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 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 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 21 December 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 08.12.2022 to 21.12.2022

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.

Requisition: SVN 2022 333 Project Development and Reporting Officer (P2) Pohnpei, Federated States of Micronesia (57875510) Released

Posting: Posting NC57875511 (57875511) Released