

Call for Applications

Position Title : **Associate Migration Policy Officer**

Duty Station : **Geneva, Switzerland**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **01 February 2023**

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.

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

Context:

The Department of Policy and Research supports IOM's work in the areas of migration policy, migration research and international migration law, and acts as a catalyst for learning and innovation. As part of this department, the Migration Governance Indicators (MGI) team implements the MGI initiative in collaboration with the Global Migration Data Analysis Center. The MGI, is an initiative designed to support governments at the local and national levels to assess their migration policies and strategies to identify good practices and shed light on areas in need of further development.

Under the direct supervision of the Programme Manager (MGI), the Associate Migration Policy Officer will be responsible assist the team to roll-out MGI assessments in more than 25 countries, and more specifically assist to implement the communications strategy and with donor reporting.

The Associate Migration Policy Officer will contribute to the scaling up of IOM's Migration Governance Indicators (MGI) with the following duties and responsibilities:

Core Functions / Responsibilities:

1. Assist with activities related to the implementation of the Migration Governance Indicators (MGI) project.
2. Maintain close liaison and coordination with all key stakeholders, especially GMDAC, relevant divisions in IOM-HQ, as well as IOM Regional offices, Country missions.

3. Accompany IOM Country Missions throughout all phases of the implementation of the MGI.
4. Contribute to the identification and establishment of new partnerships.
5. Prepare and deliver presentations on the MGI.
6. Draft notes for file with follow-up action required to MGI-related meetings and events.
7. Help prepare reports for the donor on the status of ongoing activities.
8. Ensure synergies between the roll-out of the MGI, and related initiatives within and outside the organization.
9. Help the Project Coordinator and other team members in updating and implementing the MGI communications strategy.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Economics, International Relations, Migration studies, Social Sciences, Law, Development Studies, International Affairs, 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 of relevant professional experience.

Experience

- Practical experience of how to multi-task, prioritize and work independently;
- Proven experience in delivering presentations to government officials;
- Proven experience in organizing and taking part in multistakeholder consultations on migration;
- Proven experience in project development; and,
- Good knowledge and/or experience working on MGI and MiGOF.

Skills

- Demonstrated organizational skills;
- Ability to timely understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines; and,
- Excellent knowledge of spoken and written English; one other IOM language is essential.

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). Fluency in either Arabic, Chinese, French, Russian, 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

- **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.

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.

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 01 February 2023 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 19.01.2023 to 01.02.2023

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: CFA 2023 03 Associate Migration Policy Officer (UG) Geneva, Switzerland (57932867)

Released

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