

Position Title : **Policy and Legal Officer**
Duty Station : **Geneva, Switzerland**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **01 March 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.

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](#); [Micronesia \(Federated States of\)](#); [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:

Under the overall supervision of Director, Department of Human Resources Management (DHR) and direct supervision of the Chief, Human Resources Policy Unit, and in close coordination with the Department of Legal Affairs, General and Administrative Law Division, and other relevant units, the Policy and Legal Officer will be responsible and accountable for providing legal and HR policy advice, guidance and recommendations related to the HR policies and processes, rules and regulations, and other relevant activities of the Organization.

Core Functions / Responsibilities:

1. In close coordination with the Chief, HR Policy Unit, provide advice and guidance to the Director of Human Resources (DHR) on internal justice related matters.
2. Produce accurate, comprehensive documentation required from DHR on internal justice related matters, including on Requests for Review and appeals to the Joint Administrative Review Board (JARB) submitted by IOM staff members in close co-ordination with the Department of Legal Affairs.
3. Analyse administrative appeals received to assess the adequacy of existing HR policies and practices, identify issues and gaps that need to be addressed, propose modifications and improvements to IOM's HR policies and processes to limit the number of appeals received.
4. Work closely with IOM's Regional and Country Offices on complex HR cases and conflict management, in particular related to IOM's policy for a respectful working environment , and complex performance-related issues such as rebuttals and performance improvement plans, where necessary. Focus on the informal resolution of issues where possible.
5. Support the Chief, HR Policy Unit with the development, implementation and monitoring of action plans introducing measures to create a more respectful, inclusive and positive work environment, addressing the needs of a diverse workforce, including on disability, LGBTI, mental health and staff wellbeing.
6. Reactively advise and as well as proactively assist IOM managers in respect of relevant human resources challenges associated with administrative review e.g. terminations, non-renewals, rightsizing. Develop and deliver trainings in this regard.
7. Suggest changes to policies and tools to improve efficiency in the management of contractual disputes.
8. Participate in relevant task forces and/or ad hoc working groups internally.
9. Keep abreast of HR-related developments in internal justice-related matter, and conduct trainings on internal justice related matters to IOM managers and other relevant stakeholders.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Law from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above field with seven years of relevant professional experience.

Experience

- Experience in HR Policy and the Administration of Justice, preferably in an international organization, non-profit environment or the public sector;
- Experience in navigating the International Labour Organization Administrative Tribunal proceedings; and,
- Experience in one of the organizations of the UN Common System and field experience a distinct advantage.

Skills

- Ability to draft complex documents in English;
- Ability to communicate issues to a variety of audiences; and,

- Ability to anticipate and mitigate against issues.

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 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.

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.

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 March 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 16.02.2023 to 01.03.2023

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: VN 2023 49 Policy and Legal Officer (P3) Geneva, Switzerland (57977465) Released
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