

Position Title : **Programme Support Unit Coordinator**
Duty Station : **Kinshasa, Congo, Democratic Republic of the**
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 : **22 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 direct supervision of the IOM Chief of Mission, and in close coordination with the Heads of Units, the Senior Resources Management Officer, and the Regional Office (RO) for the southern Africa region, the Programme Support Unit Coordinator will primarily be responsible for the management and coordination of Programme Support Unit activities including project conceptualisation, proposal development, monitoring and evaluation, and supporting internal and external communication for IOM projects/programmes in line with the country and Regional strategy, in alignment with the global Strategic Results Framework.

Core Functions / Responsibilities:

1. Manage and oversee the day-to-day activities of the Programme Support Unit (PSU), including supervising and providing guidance to PSU staff in the reporting, the development of concept notes or proposals, and monitoring and evaluation, cognizant of IOM framework and strategies and United Nations sustainable development cooperation framework (UNSCDF).
2. Coordinate and provide substantive support for fund raising efforts, including mapping and tracking of donors and funding opportunities, and the development of new programs and projects in coordination with Heads of Units, the Chief of Mission, the relevant program managers, the Senior Resource Management Officer, the Regional Office as well as partners' organizations in the public/private sectors.
3. Support the Resource Management Unit with donor contract management through guiding and coordinating the administrative and budgetary aspects of new and ongoing projects, including advising on activation, processing, endorsement, records-keeping and submissions in line with specific IOM internal requirements and procedures.
4. Provide substantive support to Head of Units and Programme/Project Managers where needed on the provision of information and inputs managed by the PSU, and for liaison with relevant IOM offices, with authorities, United Nations agencies, Non-Governmental Organizations, Government and other stakeholders.
5. Support the Organization's project management actions by preparing and reviewing project funding submissions, proposals, and appeals, as well as supporting Units and Resources Management with submission of General Agreements (GAs), Memorandum of Understanding (MoUs), Letter of Agreements (LoAs), and other types of contracts when necessary.
6. Develop and ensure on-time and accurate planning, organization and implementation of the Reporting and M&E workplans, including updating of the project, reporting and contract schedules for all IOM DRC projects.
7. Participate in the Mission's strategy development and update efforts.
8. Provide necessary support to project managers to ensure all projects are adequately monitored and ensure that timely monitoring data is collected and used to inform management decisions addressing implementation challenges and potential risks towards successful implementation and lessons learned are shared.
9. Strengthen the creation and development of knowledge within the mission including working with PMs to strengthen systems for collecting data/information needed for the drafting of regular progress reports being submitted to the donor and Headquarters to ensure the requisite deadlines are met.
10. Coordinate and oversee the development and dissemination of communications, reports, information products (infographics, info sheets etc) and various media resources based on key messages and concerns in the context of DRC.
11. Represent IOM in UN programmatic and coordination meetings: Programme Management team (PMT), United Nations sustainable development cooperation framework working groups, Integrated Transition Team (ITT), Peacebuilding Fund working Group, Programme Criticality working group and UN Migration Network in coordination with programme managers and the Chief of Mission.
12. Respond to and/or coordinate inputs for information requests from Headquarters, the Regional Office, other IOM missions and external partners, such as donors, partner agencies, implementing partners, etc.
13. Revise and oversee the strategic direction and implementation of the mission's external communication strategy, including the utilization of social media communication tools (including

but not limited to Twitter, Facebook, IOM website) to increase awareness of IOM's work in DRC, regionally and globally.

14. Ensure the maintenance of accurate and pertinent records of all correspondence, project development, reporting, and relevant implementation files and administration information.

15. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Science, International Relations, Law, Business Administration, or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Experience in managing various programme units and ability to establish and maintain working relations with government counterparts, UN agencies;
- Experience in project development, management and reporting, humanitarian and health crisis, complex project implementation/design, budget drafting, research, report writing, liaison with governments and international agencies;
- Experience in reporting, monitoring and evaluation fundraising, and donor relations; and,
- Previous experience working in a developing country and post-conflict context.

Skills

- In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.

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 and French 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

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.

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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

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 22 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 09.03.2023 to 22.03.2023

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 85 Programme Support Unit Coordinator (P3) Kinshasa, Democratic Republic of Congo (58013005) Released

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