

Position Title : **Project Coordinator**
Duty Station : **Quito, Ecuador**
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 : **18 May 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; 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:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to tens of thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs.

Under the United States Refugee Admissions Program (USRAP), the Resettlement Support Center (RSC) provides critical support and processing services for resettlement to the US. As part of an Memorandum of Understanding (MOU) between IOM and the US State Department

Bureau for Population Refugees and Migration (PRM), IOM manages the RSC for Latin America (LA). RSC LA prepares applications for adjudication by and provides support to visiting US Citizenship and Immigration Services (USCIS) officers, facilitates security and medical screenings, provides information about arriving individuals to resettlement agencies in the US and offers Cultural Orientation (CO) training to individuals departing for the US.

Under the general supervision of the Project Manager, RSC Latin America, and the direct supervision of the Senior Project Coordinator, Remote Sites, RSC Latin America the Project Coordinator will be based in Quito, Ecuador and will have the following duties and responsibilities:

Core Functions / Responsibilities:

1. Provide daily management and supervision of all RSC processing activities and RSC staff working in Ecuador, including hiring, and providing training and technical assistance, assigning duties, and giving feedback to staff members on their performance on a regular basis.
2. As requested by the Project Manager and Deputy Project Manager, RSC LA, and in coordination with the Senior Project Coordinator, Remote Sites, RCS LA, support field team activities outside of Quito within Ecuador.
3. In coordination with the Project Manager and the Senior Project Coordinator, Remote Sites, liaise with IOM Ecuador and external partners in Ecuador, including US agencies, US Embassy management, the United Nations High Commissioner for Refugees (UNHCR), and relevant non-governmental organizations (NGOs), contractors, and other governments to ensure the success of RSC activities in Ecuador.
4. Act as the primary liaison with the US Embassy Ecuador Refugee Admissions Coordinator(s) and Consular Affairs Division. Promote positive and clear communication between the US Embassy in and RSC staff members in Ecuador. Keep RSC management in RSC Regional Office San Salvador, El Salvador well-informed on the dialogue in Ecuador.
5. Ensure the US Embassy Refugee Admissions Coordinator(s), Project Manager, RSC LA and the Senior Project Coordinator, Remote Sites are aware of the daily activities of IOM staff members in Ecuador, including, but not limited to, providing: summaries of circuit ride or interview schedules, numerical and thematic processing goals, daily processing targets and achievements, standard operating procedures, information on USRAP Ecuador policies and information or clarification on issues with individual cases or circuit ride schedules in Ecuador.
6. Ensure efficient processing of urgent and sensitive cases. Ensure seamless processing in Ecuador through proper handover with a designated back-up RSC staff member when out of the office.
7. Coordinate and provide support to USCIS Refugee Affairs Division officers in Ecuador on circuit ride scheduling, file management, interpreter coordination, access permissions and other issues as required.
8. Collaborate with RSC Ecuador counterparts on processing and case issues while being aware of relevant programme rules and guidelines and procedures for all programme activities, including those related to scheduling pre-screening and adjudication interviews, preparing case files, and drafting Standard Operating Procedures.
9. Maintain and monitor confidentiality of all RSC matters to ensure programme integrity by following the USRAP standards of conduct and IOM data protection rules. Take necessary measures to prevent and mitigate fraud in RSC processing in Ecuador.
10. As needed, organize, coordinate, and prepare travel on duty (TDYs) of IOM staff members to Ecuador. Resolve administrative and logistical challenges related to their TDYs, including

housing, transport, working space and work equipment issues.

11. Ensure compliance of IOM staff members with necessary security measures, including those required by the Staff Security Unit (SSU), UN Department of Safety and Security (UNDSS), and the US Embassy in Ecuador.

12. Represent RSC Ecuador at meetings as needed, including with high-level US and UN officials. Prepare reports, briefings, background information, narratives, and statistical reporting as necessary and required.

13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Social Science, International Relations, Regional Studies, or a related field from an accredited academic institution with five years of relevant professional experience.

OR

- University degree with seven years of relevant professional experience.

Experience

- Supervisory or management experience within the USRAP, particularly in relation to RSC activities such as field or sub-office management, circuit ride management, pre-screening, USCIS support and out processing.
- Experience working with high-profile, at-risk, and sensitive program beneficiaries, and experience with expedite systems.

Skills

- Demonstrated proficiency with the World Wide Refugee Admissions Processing System (WRAPS).
- Sound knowledge of program implementation and familiarity with IOM's administrative, financial, and business rules and practices.
- Excellent computer skills and proficiency in spreadsheet and database applications.
- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning; communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work, anticipates risks, and sets goals within area of responsibility.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Displays awareness of relevant technological solutions.
- Works with internal and external stakeholders to meet resource needs of IOM.
- Delivers on set objectives in hardship situations.
- Effectively coordinates actions with other implementing partners.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

Languages

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

For all applicants, fluency in English and Spanish is required (oral and written).

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 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 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 18 May 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 05.05.2023 to 18.05.2023

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 2022 431 Project Coordinator (P3) Quito, Ecuador (57857315) Released

Posting: Posting NC57857316 (57857316) Released