

Position Title : **Programme Coordinator (Community Resilience)**
Duty Station : **Pohnpei, Micronesia, Federated States of**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **22 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; 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 Community Resilience Program Unit is part of the newly established Resilience Program Department, which includes three (3) Units: Community Resilience; Preparedness and Response; Reconstruction.

The Community Resilience Program Unit coordinates all programs that contribute to achieving community resilience to the impact of climate change and natural hazards, and ultimately prevent forced migration, including community vulnerability profiling, community-based planning, community-based Disaster Risk Reduction interventions including Water, Sanitation & Hygiene (WASH), Food Security and Emergency Shelters, among others, and livelihood diversification, youth and women empowerment and gender equality. The unit prioritize inclusive community planning and civil society participation in project implementation, and the use of grant mechanisms to foster localization.

The Programme Coordinator (Community Resilience) will work under the overall guidance of the Head of the Resilience Unit and in close coordination with the relevant Head of Sub Offices, to ensure program development coherent with the Country Office (CO) strategy and the specific country needs, allocation of resources for proper project implementation, and proper coordination with other program Units in the CO.

Under the overall supervision of the Chief of Mission (CoM) for the International Organization for Migration (IOM) Micronesia, the direct supervision of the Head of the Resilience Department and in close coordination with Heads of Sub Office for the Republic of the Marshall Islands and Republic of Palau, and the relevant Programme Coordinators and Project Managers in the CO, the successful candidate will be responsible and accountable for the overall establishment and coordination of the Community Resilience Program Unit for IOM Micronesia, covering Federated States of Micronesia (FSM), Republic of the Marshall Islands and Republic of Palau.

Core Functions / Responsibilities:

1. Develop the Community Resilience Program structure in close coordination with existing Programme Managers, Head of Sub Offices and Resource Management Officer (RMO), to maximize efficient use of resources, and coherency with the CO strategy.
2. Identify key priority areas for harmonization within existing programs and provide guidance to Programme Managers for the adoption of best practices and alignment of project approaches.
3. In coordination with the CoM, direct Supervisor, the Program Support Unit, and the Heads of Sub office, support the development of CO Strategies and identify key priority areas for program development within the Unit and support the development of projects.
4. In coordination with Program Support Unit, lead in the development of a monitoring and evaluation system for the Unit, to feed into the Monitoring and Evaluation (M&E) system of the CO Strategies.
5. In coordination with the CoM, Head of Sub Office, and Head of Resilience Unit, map and engage with stakeholders in all countries to ensure proper coordination of various projects under the Unit and develop Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis to inform the Unit development efforts.
6. Support and advise the CoM in donor outreach efforts, including development of talking points, and leading donor site visits arrangements.
7. In coordination with the CoM and the direct supervisor, lead and oversee donor relations related to projects implemented by the Unit and new funding opportunities.
8. Manage, coordinate, and ensure timely and successful implementation of relevant projects, including workplan and budget monitoring, as well as comprehensive programme and financial reporting in line with IOM guidelines, timelines, and donor reporting requirements.
9. Provide overall supervision of all projects under the Unit, even those assigned to specific Project Managers, to ensure successful implementation and reporting, in line with donors and IOM guidelines and requirements.
10. Provide supervision, guidance, and oversight to the Community Resilience Program Unit team, including Project Managers, Project Officers, Reporting Officers, etc., to ensure compliance with core institutional guidance and administrative procedures and to ensure projects under the Unit are consistent with the Unit Objectives as per CO strategies, and use coherent programmatic approaches.
11. Undertake regular field visits and monitoring to project sites for quality control and to ensure

programme activities are on track, to provide technical guidance and recommendations for the adaptation of project activities toward effective, efficient achievement of project goals.

12. Through close inter-unit collaboration, integrate humanitarian principles and core institutional guidance across key areas of programming in the Unit, including in areas such as joint coordinated community assessments, community-based Disaster Risk Reduction simulations and trainings, integration of climate change resilience and community practices into building back better, etc.

13. Coordinate the Civil Society engagement efforts of the Unit, including ensuring Standard Operating Procedures for grants award and management are in place to ensure smooth implementation in compliance with IOM administrative and procurement rules and regulations.

14. In close coordination with the CoM, Head of Sub office, and the Head of the Resilience Unit, establish and maintain contacts and strong partnership with relevant national and provincial government entities, United Nations (UN) agencies, non-governmental organizations, civil society, implementing partners and donors. Represent IOM in meetings, working groups and consultations within the development community as may be required.

15. Regularly coordinate with Regional Office (RO) and IOM Headquarters (HQ) Departments to ensure proper use of IOM policies and technical guidance on programs, fostering systematic integration across various thematic areas of work, as relevant to the Micronesia context.

16. Pursue career development of the Community Resilience Program Unit team by providing daily mentorship, identifying, and pursuing training opportunities, sharing relevant technical guidance material, and sharing information as relevant.

17. Ensure adequate communication internally (with the CO) and externally (with partners and other IOM Offices), in coordination with Programme Support Unit. Including developing of a communication strategy for the Unit, programme report writing, outreach materials, situation reports, media outreach and after-action collation.

18. Ensure knowledge management with the Unit and with the mission, by establishing a repository of the information and reports produced by the Unit, proactively sharing information with the CO, and by promoting evidence-based programming.

19. Systematically foster a collaborative and integrated way of working between the Community Resilience Program Unit and the rest of the CO.

20. Ensure appropriate implementation of IOM's policies and procedures prevention of sexual exploitation and abuse, zero tolerance for corruption, and promotion of a respectful work environment.

21. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Sciences, International Relations, Humanitarian Affairs 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 programme coordination and management, specifically in disaster risk reduction,

community stabilization and climate change adaptation;

- Operational and field experience in multiple programs management;
- Experience in project development and strong understanding of IOM/UN project implementation procedures;
- Experience working in remote or hardship environment; and,
- Experience working in a non-governmental organization and/or international organization, implementing disaster risk management projects in the Pacific region an advantage;

Skills

- Understanding of logistical challenges faced in small island developing states;
- Willingness to travel to remote and isolated field locations;
- Demonstrated ability to supervise staff;
- Strong strategic and creative thinking; and,
- Ability to work as a team with different program coordinators, to ensure integration of approaches and overall collaboration.

Languages

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

For this position, fluency in English is required (oral and written). Working knowledge of Pohnpeian 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

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 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 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 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 09.05.2023 to 22.05.2023

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.

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