

Position Title : **Regional Coordination Officer**
Duty Station : **Cairo, Egypt**
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 : **03 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:

Under the direct supervision of the Regional Director (RD) of IOM Regional Office for Middle East and North Africa (MENA) in Cairo and in close coordination with the relevant units at Regional Office, Headquarters and Country Offices under MENA region, the Regional Coordination Officer will be responsible and accountable for coordinating the activities and agenda within the Regional Director's Office and arranging and coordinating the activities related to policy and strategy development and implementation.

Core Functions / Responsibilities:

1. Provide high-level administrative support to the RD including but not limited to: participating in the development of corporate and strategic objectives; supporting the Executive Senior Management Team (ESMT) and the Senior Management Team (SMT) on assigned projects; preparing nonstandard reports, correspondence and presentations for the RD; and overseeing the implementation of decisions nominated by the RD.
2. Ensure the updating and finalization of Regional Office's strategic reports together with relevant units, Regional Thematic Specialists (RTS), Senior Regional Resource Management Officer (SRRMO) and other entities.
3. Coordinate the Internal Government Framework (IGF) Work stems together with SRRMO and departments/units in HQ to ensure that the milestones are reached.
4. Monitor and report on topics that are of strategic interest and relevance to the MENA region, and review the analytical notes, papers and presentations to ensure the finalization of reports.
5. Coordinate with RTS, SRRMO, Chiefs of Missions under MENA region, the Regional Programme Managers (PM) for ensuring the prioritization and finalization of reports and other administrative events/tasks.
6. Represent MENA Regional Office in key internal meetings and policy discussions, ensuring that RO's insights and guidance are taken into account which include task force meetings, working groups and other meetings.
7. Enhance coordination of new program related policies/ strategies and revisions, ensuring that all relevant Country Offices under MENA region and their field structures are apprised of policy/ strategy developments and key messages, including ensuring coherence and consistency.
8. Monitor and support the implementation of existing program policies and strategies by ensuring adherence to established norms and practice.
9. Support the RD Office in data collection, results-based management and evaluation functions.
10. Support the RD and SMT by ensuring the delivery of accurate and timely team meeting agendas, minutes and other items, as necessary.
11. Perform such other duties as may be assigned

Required Qualifications and Experience:

Education

- Master's degree in International Relations, Political Science, Business Management, Social Science, Economics, 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 working for and liaising with governmental authorities, other national/international institutions of NGOs, including on sensitive issues;
- Experience of delivering high quality products within short timeframes, such as speeches, Briefings, Analyses;

- Experience in working in a multi-cultural setting; and,
- Demonstrated knowledge and experience on global migration issues.

Skills

- Strong liaison and negotiation skills;
- Excellent English writing and oral communication skills;
- Demonstrated strategic and creative thinking;
- In-depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- High level of awareness of UN and other international organizations' structures, programmes, institutional relationships and developments related to migration;
- Takes initiative and drives high levels of performance management;
- Contributes to a collegial team environment;
- Works with internal and external stakeholders to meet the resource needs of IOM;
- Displays awareness of relevant technological solutions and has good computer literacy; and,
- Establishes and maintains effective working relationships with colleagues both within Headquarters and the field.

Languages

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

For this position, fluency in English is required (oral and written). Working knowledge of Arabic or French 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 and who do not have prior experience outside the duty station's country as staff member in the Professional category 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 03 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 20.04.2023 to 03.05.2023

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 2023 150 Regional Coordination Officer (P3) Cairo, Egypt (58090313) Released

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