

Position Title : **Programme Officer (Migration, Development and Governance)**  
Duty Station : **Rabat, Morocco**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **17 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](http://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 overall supervision of the Chief of Mission (CoM) and the direct supervision of the Head of Programmes at IOM Morocco, and in close coordination with the relevant Regional Thematic Specialists (RTS) at the Regional Office (RO) for Middle East and North Africa (MENA) in Cairo and other relevant projects units, the Programme Officer (Migration, Development and Governance) will be responsible for the implementation and coordination of programme activities related to Labour Migration and Social Inclusion (LMI) and Migration, Environment and Climate Change (MECC), Migration Governance and Data/Research.

## ***Core Functions / Responsibilities:***

1. Monitor and coordinate the implementation, preparation and adjustment of all aspects of the LMI, MECC, migration governance and data/research-related projects, including contributing to the development of projects' work plans, the utilization of Monitoring and Evaluation (M&E) tools, and arrangements required for the effective implementation of programmatic activities. Identify problems and propose action to expediate the delivery of outputs.
2. Implement and monitor operational, budgetary and administrative components/aspects of the relevant projects in close coordination with colleagues in the Mission and other project implementing missions and relevant IOM units, including at RO MENA, and in accordance with donor regulations and IOM policies and procedures.
3. Support regular monitoring and evaluation of projects' activities in close coordination with the project implementing missions and relevant IOM units and Regional Thematic Specialists (RTS) in RO MENA. Draft project revisions, including adjustments to project budgets based on changed workplans, as required.
4. Draft and submit regular projects' reports in a timely manner, in accordance with IOM procedures and donor requirements, in close coordination with project implementing missions and RO MENA.
5. Assist in developing and maintaining strong and regular liaison with the project/programme partners, such as governmental authorities, diplomatic missions, and any other concerned agencies and working groups, aiming at coordinating and promoting new activities and facilitating the implementation of ongoing activities and fund raising for new projects/programmes.
6. Coordinate and liaise closely with donors, government counterparts and other key stakeholders of LMI, MECC, governance thematic areas including the private sector and Civil Society Organizations (CSOs).
7. Deliver targeted capacity-building and training to relevant governmental and non-governmental actors, including the private sectors and CSOs, on strengthening capacities on topics related to LMI, MECC and migration governance.
8. Research new project opportunities in LMI, MECC and migration governance area in line with identified needs, donor and government priorities, and IOM's mandate and strategy. Provide a variety of technical inputs to support the preparation and coordination of project proposals and corresponding budgets.
9. Supervise programme staff and encourage staff capacity building/training and career development.
10. Draft and update communications/visibility materials according to IOM and donor formats as required.
11. Undertake duty travel relating to project/programme evaluation and implementation, liaison with counterparts, identifying challenges and providing technical guidance and support.
12. Participate in meetings, working groups and other events related to LMI, MECC and the migration governance portfolio in close coordination with Head of Programmes.
13. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in International Law, Social Sciences, Politics, International Development, International relations or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Experience in project support, implementation and/or coordination, including project monitoring and reporting.
- Experience in the fields of migration and development, labour mobility, MECC and migration governance.
- Experience in liaising with government authorities and other national/international institutions.
- Experience with team supervision and coordination.
- Experience in designing and delivering trainings is an advantage.

### **Skills**

- Excellent organization, time management, analytical and problem solving skills;
- Training, sound writing, communication, negotiation and coordination skills;
- Excellent computer skills, especially in MS Office applications such as MS Teams, MS Word, MS Excel, MS Access, Internet Explorer;
- Knowledge and experience in working with PRIMA and PRISM is an advantage;
- Knowledge of project budgeting and financial management.

### **Languages**

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

For this position, 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**

<sup>1</sup> 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](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 17 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](http://www.iom.int/recruitment)

***Posting period:***

From 04.05.2023 to 17.05.2023

***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 176 Programme Officer (Migration Development and Governance)(P2) Rabat, Morocco (58116468) Released

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