

Position Title : **Head of Programmes**
Duty Station : **Guatemala City, Guatemala**
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 : **29 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; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; 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; Uzbekistan; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Under the direct supervision of the Chief of Mission (COM) and in close coordination with the Regional Thematic Specialist (RTS) at the IOM Guatemala and relevant Divisions/Departments/Units at Headquarters (HQ), the Head of Programmes will be responsible for managing, coordinating and overseeing the activities of the IOM Guatemala programmes.

Core Functions / Responsibilities:

1. Oversee the effective development and implementation of the IOM Guatemala programme by exercising administrative, operational and financial management responsibility for relevant

projects.

2. Provide operational management, guidance and technical supervision to the IOM Guatemala programme national and international staff, assisting on programmatic strategy and implementation, including where to focus programme resources and operational challenges as they arise.

3. Establish, maintain and further expand strong relationships across UN Agencies, humanitarian organizations, government and community interlocutors, and with a broad range of other local interests toward the successful implementation of IOM Guatemala programme.

4. Identify the priorities arose during the implementation of the Programme and coordinate the design and contribute to the development of the new projects under the Programme and activities based on solid results framework and in response to emerging trends and priorities, as well as donor interests and requirements, in close coordination with the COM, Regional Office, relevant Units at HQ, as well as with Government counterparts and other relevant public/private sector's partner organizations.

5. Ensure that the key programmatic directions are shared with international stakeholders, including donors, to maximize impact, minimize overlapping and stimulate funds mobilization for the new programmes.

6. Ensure timely and quality preparation and submission of all programme reports, in close coordination with relevant Divisions/Departments /Units at Headquarters (HQ), of CO according to requirements of IOM, donors and relevant stakeholders.

7. Coordinate and manage the elaboration and compilation of programme updates/briefs for donors, government and other relevant stakeholders, by ensuring compliance with donor requirements and procedures.

8. Monitor progress against strategic objectives, programme benchmarks, and provide advice with respect to improvements and corrections; oversee the establishment of a common Monitoring and Evaluation (M&E) framework that incorporates regular reporting requirements and impact evaluation strategies, in close coordination with M&E Officer of IOM Guatemala.

9. Ensure that the objectives set in programme documents and budgets, M&E frameworks and work plans are compliant with IOM's organizational policies and donor's contractual requirements, interests and expectations.

10. Oversee the production of visibility/communications materials in close coordination with Public Information Officer/Focal Point of the IOM Guatemala.

11. Guide, monitor and follow-up with relevant staff in support of IOM Guatemala's strategic inputs and key decisions, including substantively contributing to the IOM Guatemala's development of the country programme.

12. Participate and engage actively at relevant donor or partner meetings, briefings and conferences at the international and national level.

13. Supervise and provide technical support to all relevant Programme staff. Mentor and support staff, conduct relevant trainings and ensure the capacity building of Programme staff.

14. Coordinate the development, dissemination and regular update of assessment and monitoring tools. Draft Standard Operating Procedures (SOPs) for Programme activities, if required.

15. Oversee the development and maintenance of data collection and analysis mechanisms for IOM's ongoing or new programmes and share relevant information with partners within the humanitarian community.

16. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in International Relations, Political Science, Humanitarian Affairs, Economic Development, Business or Public Administration, International Studies 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 conceptualisation, development, monitoring, reporting and evaluation;
- Experience in programme development and capacity-building activities;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Experience in organizing consultations, workshops and seminars with high level stakeholders.

Skills

- Familiarity with financial and business administration;
- Sound and proven understanding of internal and international migration issues in the country and in the region;
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities;
- Excellent leadership, coordination, and information management skills;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Knowledge of UN and bilateral donor programming;
- Detailed knowledge of the UN System, non-governmental organization (NGO) and other international organizations/institutions;
- Knowledge of migration data, labour migration patterns and ability to negotiate with government authorities;
- Good knowledge of human and financial resources management;
- Strong conceptualization, analytical and writing skills;
- Strong communication, organizational and interpersonal relationship skills;
- Ability to meet deadlines and work under pressure with minimum supervision; and,
- Ability to establish and maintain partnerships with development partners, government counterparts, UN agencies, local authorities and other relevant stakeholders.

Languages

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

For this position, fluency in English and Spanish is required (oral and written). Working knowledge of either Portuguese 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 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 29 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 23.05.2023 to 29.05.2023

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: SVN 2023 134 Head of Programmes (P3) Guatemala City, Guatemala (58118039) Released
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