

Call for Applications

Position Title : **Emergency Coordinator**

Duty Station : **Port Vila, Vanuatu**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, six months 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.

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

Context:

Under the direct supervision of the Chief of Mission (CoM) for Vanuatu, in close coordination with the IOM Office in Australia with coordinating functions for the Pacific and IOM thematic specialists in Regional Office for Asia and the Pacific, Bangkok, the Emergency Coordinator will be responsible and accountable for the coordination and oversight of IOM Vanuatu's disaster response and displacement management operations in both emergency and development contexts.

Core Functions / Responsibilities:

1. Coordinate and monitor the implementation of all operational and administrative aspects of emergency related projects ensuring effectiveness, coherence, integrity and the application of the organization's policies and procedures.
2. Work in close collaboration with the CoM to ensure that all the components of the emergency response and the regular response, recovery and development activities operate in a coherent and mutually supportive manner.
3. Ensure adequate IOM's Response Preparedness by:
 - Improving coordination in the response preparedness capacity of programmes;
 - Verifying and facilitating alignment of programmatic response preparedness with inter-sector common planning frameworks; and,

- Coordinating the implementation of the preparedness efforts envisaged by IOM at different sectors.

4. Provide technical support to the National Disaster Management Office (NDMO), lead coordination of Displacement and Evacuation Centre Management cluster meetings, lead the coordination and distributions of emergency shelter repair and Non Food Items (NFI) kits to target households under Global Emergency Response Program (GERP) and Central Emergency Response Fund (CERF), and monitor the needs and demographics of internally displaced by assisting enumerators to conduct Displacement Tracking Matrix (DTMs).

5. Lead the development and adjustment of emergency response workplans including any disaster and displacement related project work plans currently implemented under the mission. This includes leading the review of project budgets, monitoring and evaluation tools and standard operating procedures in coordination with other support staffs and consultants in the mission.

6. Supervise the coordination of data collection, verification and analysis and background information for the emergency response projects. This includes managing information management systems and social medial platforms by proofreading all project related activity information (project awareness materials, summaries, press releases and other relevant materials) before they are uploaded.

7. Provide technical support to ensure IOM Vanuatu's emergency activities have a specific focus on gender and protection, including regular coordination with Gender and Protection Cluster and close coordination with the mission's related activities on Gender-Based Violence in Emergencies.

8. Keep abreast of government policies, international standards and best practices relating to the emergency field; recommend how cross cutting issues including gender, age, education, disability, environment and protection can be better incorporated for further enhancement of the response.

9. Ensure timely preparation and submission of all emergency project reports according to IOM and donor formats as required. Coordinate preparation of regular updates, project summaries, lessons learnt, press releases and other relevant materials.

10. Guide and supervise staff responsible for the implementation of emergency projects. Coordinate training to staff on emergency response to promote a common understanding and knowledge of ways and means to strengthen the response.

11. Identify new opportunities for emergency response and participate in the development of emergency project proposals in coordination with Resources Management Unit, Department of Operations and Emergency (DOE), the Regional Office and Program/Project Managers.

12. Ensure the provision of timely, accurate, standardized and adequate information to all relevant stakeholders regarding movements, new displacements, mobility trends, and conditions in return/relocation areas paying special attention to the situation of vulnerable groups. Liaise with donor representatives and periodically brief them on current and planned programs in order to mobilize necessary financial support.

13. Participate actively in various fora, including inter-agency coordination groups, and meetings with governmental authorities, non-governmental organizations, donors and other stakeholders.

14. Undertake duty travel relating to need assessments, emergency project monitoring, liaison with counterparts, problem solving, and new project development, as required.

15. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in International Relations, Political Science, Business or Public Administration 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 fields related to IOM emergency programming including emergency coordination, NFI/shelter, Camp Coordination and Camp Management (CCCM), DTM, protection, transition & recovery, or preparedness and response.
- Practical experience in project management, including administrative and financial management, procurement and HR procedures, and internal control procedures.
- Experience working in an emergency context and ability to liaise with government officials, donors, UN personnel, Non-Government Organisations (NGOs), and other stakeholders.

Skills

- Sound judgment, ability to extract, interpret, analyse and format data and make decision rapidly to resolve operational problems;
- Ability to work with minimum supervision;
- Capacity to work effectively in high-pressure, rapidly changing environments; and,
- Solid computer skills, including proficiency in MS Office package (Excel, PowerPoint, Outlook).

Languages

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

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

- **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

- **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.

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: CFA 2023 23 Emergency Coordinator (UG) Port Vila, Vanuatu (58118017) Released

Posting: Posting NC58118018 (58118018) Released