

Position Title : **Head of Field Office**  
Duty Station : **Hatay, Republic of Türkiye**  
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 : **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.*

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)/Deputy Chief of Mission (DCoM) and direct supervision of the Head of Sub Office (HSO) - ESEM Türkiye Region, the Head of Field Office will coordinate and integrate various functions, activities and Teams in Hatay, Adana and Mersin Field- Offices (FO) in coordination with the relevant Units in the Country Office. They will be responsible and accountable for the implementation, monitoring and coordination of all activities in the Field Office including resources management, reporting, monitoring and evaluation in line with IOM rules and procedures and Country Office guidelines.

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

1. Monitor and coordinate the operational, logistics, human resources, administrative, budgetary and financial activities of the Field Office (FO) in accordance with IOM's rules and procedures, and in close coordination with relevant units and the HSO in ESEM Region and the whole mission.
2. Maintain working relationship with district and provincial Governmental authorities, United Nations agencies, International Organizations and non-governmental organizations (NGOs).
3. Manage the various Teams and Units in the FOs under her/his purview, ensuring that activities are coordinated and implemented in line with IOM priorities and the refugee and cross border programmes.
4. Working closely with relevant line-managers of each program, provide administrative support and guidance to all staff in the FOs, ensuring compliance with IOM Standards of Conduct. Monitor staff attendance and performance and provide feedback.
5. Act as a focal point for projects for respective Programme Managers, providing them with programme specific data, information and reporting.
6. Provide regular updates and briefs to Programme Coordinators, Managers and the HSO in ESEM Region of Turkey on any issues or concerns observed at the FOs in relation to program activities or field staff performance.
7. Bring to the attention of the relevant Programme Coordinator and Programme Managers any projects which are not meeting timelines or where quality standards are not being met and provide recommendations for improving the existing quality control system.
8. Share information, within allowed limits, with the local authorities regarding projects' progress and coordinate their support in collaboration with the Government Liaison Coordinator.
9. Ensure compliance of the FOs with IOM administrative and financial regulations and established procedures including budget control, human resources, procurement and logistics services, and other internal control mechanisms to safeguard Country Office's assets.
10. Ensure all reports and administrative activities in the Area of Responsibility (AOR) are submitted to Resources Management Unit timely and accurately following IOM policies and procedures.
11. Ensure that all efforts are made to prevent fraud.
12. Participate in Senior Management meetings and contribute to overall strategic goals and direction of the Country Office.
13. Act as the security focal point for the FOs, attend security meetings and report significant security issues and incidents to the Security Officer and HSO, ESEM Region of Turkiye.
14. Coordinate closely with the Field Security Officer (FSO) responsible for United Nations Department for Security and Safety (UNDSS) in the governorate, civilian and military governmental authorities, donor representatives, Muhtars and others to ensure security for all IOM staff members and sub-contractors enforcing the Country Office security regulations to protect mission staff and property.
15. Improve the visibility for each project by planning and coordinating the Field Teams in Sanliurfa according to the donor request for visibility and in compliance with visibility strategy of Public Information Unit of Turkiye Country Office.
16. Provide trainings for the personal and professional development of staffs in the Field Office.

17. Identify needs of the FOs, to expand the operation in the region in close cooperation with Programme Managers in Turkiye Country Office as the Provincial Directorate for Migration Management (PDMM).

18. Lead the process of identifying and synthesizing best practices and lessons learned that are directly linked to the implementation of programmes in Adana, Mersin and Hatay provinces and contribute to improvements of the programmes in subsequent phases of implementation.

19. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Political or Social Science, Business Administration, 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**

- Field experience in migration and refugee assistance, relief activities targeting Internally Displaced Persons (IDPs), returnees, conflict-affected communities and vulnerable migrants;
- Experience in a complex humanitarian emergency or post-conflict environment; and
- Experience in IDP/refugee protection or relevant human rights and legal experience.

### **Skills**

- Good level of computer literacy.
- Ability to draft documents clearly and concisely;
- Ability to supervise staff and coordinate administrative activities;
- Excellent communication and negotiation skills;
- Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking; and,
- Ability to work effectively and harmoniously with colleagues from various cultures and professional backgrounds.

### **Languages**

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

For this position, fluency in English is required (oral and written). Working knowledge of Turkish and/or 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 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 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](http://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.

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