

Position Title : **Chief of Mission**  
Duty Station : **Port Vila, Vanuatu**  
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 : **23 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*

Second tier candidates include:

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

### **Context:**

Under the overall supervision of the Regional Director (RD) for Asia and the Pacific in Bangkok, Thailand, the overall guidance of the Chief of Staff at Headquarters and the direct supervision of the Chief of Mission (CoM) in IOM Canberra, the Chief of Mission will be IOM's principal interlocutor with the Government of Vanuatu and relevant diplomatic and UN representatives, local and international Non-Governmental Organisation (NGOs) as well as private sector. The successful candidate will be responsible and accountable for developing and promoting IOM's strategy and programming in Vanuatu within the overall regional framework.

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

1. Oversee the operational, administrative, human resources and financial activities of the Mission, in compliance with relevant rules, regulations and procedures.
2. Maintain and further develop liaison with local governmental authorities and diplomatic missions, UN agencies, international, regional and non-governmental organizations. Liaise with donors and develop project proposals to ensure the continuity and sustainability of the program in Vanuatu.
3. Review and exchange information on activities, respond to queries and requests for information. Prepare regular and special reports, briefings, presentations and background information, including status, statistical and other types of reports.
4. Participate in appropriate coordination and programming mechanisms of the United Nations Country Team (UNCT)/UN Joint Presence Office (JPO), in particular with a view of advocating United Nations Development Assistance Framework (UNDAF) for addressing migration-related issues pertaining to Vanuatu and the Pacific region.
5. Participate in Humanitarian Country Team (HCT) when established and Pacific Humanitarian Team (PHT) and contribute and provide support to inter-agency planning process and the overall humanitarian strategy.
6. Network with relevant local governmental authorities, potential donors, international organizations and other stakeholders and identify new programme opportunities and develop new project. Draft project documents or proposals in coordination with the Project Development Officer in Canberra for internal endorsement and submission to potential donors.
7. Collaboratively develop and/or implement fundraising strategies for the country and/or Pacific region in coordination with IOM Canberra.
8. Manage and monitor the implementation of ongoing projects and operations and prepare progress reports as required. Provide guidance and information to resolve problems, analyse operational procedures and project effectiveness and recommend improvements.
9. Analyse migration-related trends and issues in Vanuatu and assist the Government in defining relevant objectives and administrative structures within the context of Sustainable Development Goals (SDGs), Global Compact for Safe, Orderly and Regular Migration (GCM) and related UN Migration Network as well as IOM's Migration Governance Framework (MiGoF) and Migration Crisis Operations Framework (MCOF), etc.
10. Advise the Advisor and Coordinator for the Pacific in Canberra on government policies affecting the activities of IOM. Prepare briefings and provide background, country specific and other requested information on activities and developments.
11. In coordination with the relevant Units/Regional Thematic Specialists (RTSs) in the Regional Office for Asia Pacific (ROAP), facilitate and provide programme management support to Immigration and Border Management, Labour Migration and Human Development, Migrant Protection and Assistance including Counter Trafficking, Migration, Environment and Climate Change and Emergency Response, Post Crisis and Disaster Risk Reduction initiatives and Health and Mobility/Migration projects in the country.
12. In close coordination with IOM Canberra and the Regional Office for Asia Pacific in Bangkok, serve as overall IOM Emergency Coordinator in cases of disasters in Vanuatu, overseeing IOM's humanitarian operations and support to government, as well as long-term initiatives related to risk reduction, preparedness, response, and recovery.
13. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Political or Social Sciences, Business Administration, Law 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 the field of migration issues including operational and field experience, with emphasis on disaster preparedness and response, and project development and management;
- Proven supervisory and managerial experience;
- Proven experience on office management;
- Demonstrated experience in liaising with governmental and diplomatic authorities, as well as with national and international institutions;
- Experience working in the Pacific region is an asset;
- Previous experience working with IOM and with UN specialized agencies an advantage.

### **Skills**

- Demonstrated expertise in both humanitarian and post- emergency operations, particularly on displacement management due to climate change, and development contexts;
- Excellent communications skills, both oral and written; demonstrated ability to prepare and deliver speeches on various activities of the Organization;
- Effective resource management skills, sound knowledge of financial and business administration and of the principles and practices of management; demonstrated ability to motivate, supervise and coach/ direct staff;
- Strong managerial and leadership skills;
- Knowledge of UN and bilateral donor programming; and,
- Knowledge of migration in the Pacific is an asset.

### **Languages**

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

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

<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 23 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 10.05.2023 to 23.05.2023

***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 187 Chief of Mission (P3) Port Vila, Vanuatu (58123239) Released

Posting: Posting NC58123240 (58123240) Released