

Position Title : **Programme Support Officer**
Duty Station : **Kinshasa, Congo, Democratic Republic of the**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, six months 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.

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:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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, including humanitarian assistance to displaced and host populations. Currently, there are more than 5.8 million internally displaced people residing in host community and camps or camps-like settings in the DRC. IOM's emergency response covers Camp coordination camp management, with a co-leading Cluster role, Shelter and Non-food items, Water, sanitation and hygiene, displacement tracking and Protection as well as Mental health and psychosocial support.

Under the overall supervision of the Chief of Mission and direct supervision of the Programme Support Unit Coordinator and in close coordination with the Head of Operations, the successful

candidate will provide technical inputs to support project development, programming, reporting, and the development of strategic documents and communication products for the Emergency Unit. The successful candidate will work in close coordination with relevant PMs, the regional office, and headquarters.

Core Functions / Responsibilities:

1. Provide technical inputs to support the development of new projects in compliance with donor's interests and requirements and IOM's procedures and priorities, and aligned to the Strategic Results Framework.
2. Draft and/or coordinate the preparation of interim and final donor reports as well as mission, regional and Headquarters periodic and activity-specific reports, for the Emergency Unit, as may be required in accordance with IOM procedures and donor requirements.
3. Coordinate the administrative aspects of new and ongoing projects, including record-keeping, to support donor contract management in line with specific IOM internal requirements and procedures.
4. Maintain and update reporting systems and schedules, including ensuring revisions to PRIMA are done in a timely manner and reflect changes to reporting schedules.
5. Contribute to the development of communication products based on the Emergency Unit operations and results in close coordination with the Head of Operations and Program managers and the Media and Communication Assistant.
6. Maintain accurate and updated records of all correspondence, project files and administration information to support knowledge management and learning.
7. Provide and/or consolidate inputs for the development of programmatic responses, recommendations and approaches, in line with the Emergency Unit's strategy.
8. Work closely with the Monitoring and Evaluation (M&E) Officer and Programme Managers to assist in the overall integration of M&E outputs in existing and new projects.
9. Provide technical inputs and draft specific sections of strategic documents, presentations, and other documents in line with IOM Corporate Policy in close consultation with the Head of Operations.
10. Organize and ensure administrative and logistical arrangements are made for events and visits of external or internal partners.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Science, Business Administration, International Relations and/or Law or other relevant sciences with two years of experience.
- University degree in the above fields with four years of relevant professional experience.

Experience

- Experience in project support, coordination and/or implementation in a crisis context.

- Experience in humanitarian-related activities, budget drafting, research, report writing, liaison with governments and international agencies, reporting, and donor relations.
- Experience with project planning, scheduling and deployment of resources, and evaluation and assessment.
- Knowledge of IOM's services, IOM's reporting format and styles.

Skills

- Knowledge and familiarity with humanitarian coordination mechanisms and experience in liaison with other UN, non-UN humanitarian actors and donors;
- Excellent strategic, analysis and drafting skills
- Excellent writing, editorial and communication skills for the drafting of texts and reports.
- Inter-personal ability

Languages

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

For this position, fluency in English and French is required (oral and written).

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 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

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: SVN 2023 136 Programme Support Officer (P2) Kinhasa, Democratic Republic of Congo (58121513) Released

Posting: Posting NC58121514 (58121514) Released