

Position Title : **Senior Project Coordinator (Remote Sites)**
Duty Station : **San Salvador, El Salvador**
Classification : **Professional Staff, Grade P4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **10 July 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. External female candidates:
3. Candidate 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 of IOM and female candidates.

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to many thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs.

Under the United States Refugee Admissions Program (USRAP), Resettlement Support

Centers (RSCs) provide critical support and processing services for resettlement to the US. As part of a Memo of Understanding (MOU) between IOM and the US State Department Bureau for Population Refugees and Migration (PRM), IOM manages several RSCs which prepare applications for adjudication by and provide support to visiting US Citizenship and Immigration Services (USCIS) officers, facilitate security and medical screenings, provide information about arriving individuals to resettlement agencies in the US and offer Cultural Orientation training to individuals departing for the US.

Under the overall supervision of Chief of Mission, San Salvador, El Salvador and direct supervision of Project Manager, RSC LA, the Senior Project Coordinator (Remote Sites) will be based in San Salvador and will have the following duties and responsibilities:

Core Functions / Responsibilities:

1. Administratively and functionally coordinate and manage all activities carried out by RSC LA in remote sites, including in Guatemala, Honduras, Costa Rica, Ecuador, Colombia, and Peru'. Provide daily supervision to the country-level Project Coordinators for each remote site and regular updates to the Project Manager, RSC LA and Deputy Project Managers, RSC LA on remote site activities and challenges.
2. Ensure RSC for Latin America (LA) remote sites are appropriately structured and adequately staffed in line with the USRAP RSC Job Architecture. Advise the country-level Project Coordinators on recruiting, onboarding, and training new staff members and participate in hiring panels when needed.
3. Regularly visit each remote site to conduct monitoring and evaluation activities and, in coordination with the Deputy Project Managers and pillar Heads, ensure RSC activities are being implemented according to IOM policies and guidelines, RSC LA and Refugee Processing Center (RPC) Standard Operating Procedures (SOPs) and the USRAP Manual. Share any issues or challenges with the Project Manager, RSC LA.
4. As needed, and particularly in the event of the extended absence of a Project Coordinator for a remote site, provide virtual and/or in-person technical guidance, advice, and support to the Project Coordinator role, ensuring a continuity of leadership during times of transition or expansion.
5. Support the Project Coordinators for remote sites in liaising with external partners in their respective locations, including US agencies, US embassies, the United Nations High Commissioner for Refugees (UNHCR), and relevant Non-Governmental Organization (NGOs), contractors, and other governments. Regularly participate in meetings with the US Embassy Refugee Admissions Coordinator(s) for the location. Keep RSC management well-informed on the dialogue.
6. As needed and in coordination with the Project Coordinator for the remote site, liaise with the Resources Management Units of remote site Country Offices to ensure the RSC teams have what they need to administratively function in the Country Office. Create, maintain and, when relevant, provide training on SOPs related to remote site management.
7. Ensure the Project Coordinators for the remote sites are keeping RSC management and the US Embassy Refugee Admissions Coordinator(s), as well as other relevant partners, updated on daily activities, circuit rides and interview schedules, numerical and thematic processing goals, daily processing targets and achievements, and standard operating procedures. Provide necessary data and other information to the Project Officer (Project Manager) for reports and informational materials and provide input to RSC management on activities such as circuit rides.
8. Recommend to RSC Management about processing priorities, challenges, and urgent cases in RSC LA remote sites. As requested, provide information on the processing of urgent and

sensitive cases, including cases related to children, the elderly, persons with disabilities, persons affected by sexual and gender-based violence (SGBV), survivors of violence and torture, lesbian, gay, bisexual, transgender, intersex, and queer (LGBTIQ+) persons and other marginalized individuals.

9. As needed, lead the establishment of new remote sites, ensuring sufficient processing space, appropriate facilities, necessary clearances, and permissions, required equipment and materials, skilled and trained processing and support staff members and interpreters, timely and consistent communication with the IOM Country Office and partners, and an adequately sized administrative team to facilitate the establishment and expansion of the project. Lead the remote site until such a time as a Project Coordinator is in place.

10. Liaise with other RSC Senior Project Coordinators (Remote Sites) to ensure consistency across RSCs in the management and structuring of remote sites. Share best practices for the establishment, expansion, contraction, and closure of remote sites in your region in order to facilitate more efficient and effective work in other Regions.

11. In coordination with RSC Management and, as needed, in coordination with USRAP Global, Regional Resources Management Officer RRMOs, relevant Chiefs of Mission and the Manila Financial Support Unit, contribute to the planning, creation, monitoring and reporting on the budgets for remote sites in the RSC LA region.

12. Represent RSC LA and the Organization in meetings, workshops, and international conferences, and, as required, write reports, presentations, and background documents on behalf of the USRAP.

13. Maintain and ensure the confidentiality and integrity of all RSC-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert the Project Manager or a Project Officer of an RSC non-compliance to SOPs or codes of conduct.

14. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Social Science, International Relations, Regional Studies, or a related field from an accredited academic institution with seven years of relevant professional experience; or,
- University degree in the above fields with nine years of relevant professional experience.

Experience

- Experience in USRAP, particularly in RSC processing activities, such as employment verification, case creation, pre-screening, USCIS adjudications support, scheduling, field support and out-processing, is essential;
- Experience planning, coordinating, overseeing and monitoring RSC circuit rides is a strong advantage;
- Experience as an RSC Project Manager, Deputy Project Manager, Senior Project Coordinator or Project Coordinator is a strong advantage.

Skills

- Knowledge of USRAP program implementation and familiarity with IOM's administrative, financial and business rules and practices is desirable;
- Excellent written and verbal communication skills and ability to effectively communicate with and lead a team;

- Demonstrated proficiency with START (refugee database system); and,
- Excellent computer skills and a high level of proficiency in spreadsheet and database applications.

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 French or Spanish 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

Previous applicants do not need to re-apply

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 three values:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.

Core Competencies – behavioural indicators level 3

- **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 action 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 3

- **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 potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 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 10 July 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 27.06.2023 to 10.07.2023

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 18 Senior Project Coordinator (Remote Sites) (P4) San Salvador, El Salvador (57944812) Released

Posting: Posting NC57944813 (57944813) Released