

Position Title : **Programme Manager (Labour Mobility)**  
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 : **24 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:**

Labour migration is becoming increasingly important in the Pacific region. The International Organization for Migration (IOM) works with governments and regional organizations to help protect international and internal migrant workers throughout the labour migration process. Under this mandate, IOM Vanuatu is seeking a Programme Manager to work on its growing Labour Migration (LM) portfolio of projects funded by the various donors such as governments and the United Nations (UN) Multi-Partner Trust Fund Office.

Under the direct supervision of the Chief of Mission (CoM) in Vanuatu, and support from the Programme Support Unit (PSU) in Canberra, the Programme Manager (Labour Migration) will manage, coordinate and oversee the implementation of IOM Vanuatu-led regional and national labour mobility projects in partnership with regional organizations. Specifically, the candidate will manage the implementation of Vanuatu's innovative Famili I Redi program that supports labour

migrants and their families to maximise the socio-economic benefits of labour mobility and sustain healthy family relationships, as well as be responsible for the implementation and management of a regional labour mobility project, "Labour Mobility for Sustainable Development and Climate Resilience in the Pacific," funded by the UN Multi-Partner Trust Fund.

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

1. Manage the overall implementation of the LM Projects in a timely manner and according to work plans, being responsible for the financial, administrative and technical aspects of the projects, in line with IOM's policies and practices as well as donor requirements.
2. Plan, manage, coordinate and monitor the projects for achievement of activities and results, in close coordination with the relevant colleagues in relevant IOM offices, prepare and coordinate regular project reports in a timely manner in accordance with donor's requirements, IOM regulations, and established procedures and deadlines.
3. Supervise project teams in implementing activities, including reporting, Monitoring and Evaluation (M&E).
4. Brief the CoM and other Country Offices (CO) on a regular basis; inform on programme matters and on current affairs that may have an impact on the work of IOM and propose course of action.
5. Establish and maintain strong partnerships and regular liaison with government entities, IOM partners, such as regional organizations, diplomatic missions, and any other concerned agencies and working groups, aiming at coordinating, and promoting new activities and facilitating the implementation of ongoing activities and fund raising for new initiatives.
6. In accordance with IOM's procedures and regulations, ensure the timely recruitment and briefing of project staff, consultants and/or experts required for the implementation of the project activities and provide guidance to ensure that a cohesive methodology is maintained for the achievement of migration and border management activities.
7. Backstop the financial and operational aspects of projects in coordination with the Resource Management Unit (RMU) for timely and accurate donor reporting by maintaining and updating expenditure and other project relevant records.
8. Develop and manage appropriate monitoring tools to ensure effective design and implementation of projects and activities, including regular travel to field locations as required, in coordination with M&E Officers.
9. Undertake duty travel relating to project/programme assessment, liaison with counterparts, information sharing, technical guidance, and new project/programme development, as required.
10. Provide technical assistance and guidance for the collection, study, and sharing of relevant information/data on migrant worker protection and the role of governments and regional organizations in ensuring labour migrant protection, for dissemination to colleagues and relevant stakeholders.
11. Ensure adequate information management on project related activities including project awareness raising and visibility, regular updates, summaries, press releases and other relevant materials, in coordination with the donors and IOM's Public Information Department.
12. In coordination with the CoM, represent IOM in relevant conferences, workshops, steering committees, policy and technical working groups, as well as other forums to ensure proper coordination, presentation and promotion of IOM activities.

13. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in International Relations, Economics, Management, Sociology 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 developing, coordinating and implementing programmes related to labour migration, international labour recruitment, migrant protection and enhancing the benefits of safe and fair migration, including in partnership with civil society organizations (CSOs) and intergovernmental organizations;
- Demonstrated experience in project development, implementation, analysis and evaluation, including budget planning and monitoring;
- Demonstrated experience in migration research, migration policy analysis and development;
- Experience in liaising with regional organizations, governmental and diplomatic authorities and international organizations and any other concerned agencies and working groups;
- Experience working in an emergency context and ability to liaise with government officials, donors, UN personnel, NGOs, and other stakeholders; and,
- Previous working experience in Small Islands Developing States (SIDS) including is an advantage.

### **Skills**

- Knowledge and understanding of labour migration issues and key players in the Pacific region, in particular, in the fields of migrant worker protection, ethical recruitment, and other aspects of labour migration policies and practices;
- Strong knowledge of and commitment to gender equality and human rights; and,
- Strong quantitative and qualitative research skills, proven experience in sociological field research an advantage.

### **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 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 24 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 11.05.2023 to 24.05.2023

***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 188 Programme Manager (Labour Mobility) (P3) Port Vila, Vanuatu (58125287)  
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