

Position Title : **Head of Sub-Office**
Duty Station : **Termez, Uzbekistan**
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 : **25 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:

Within the context of the Afghanistan crisis, IOM launched its Comprehensive Action Plan (CAP) (2021-24) to address the rapidly developing situation in country and in the neighbouring states of Pakistan, Iran, Tajikistan, Turkmenistan, Uzbekistan and Kazakhstan.

Under the direct supervision of the Regional Programme Manager/Head of Office, IOM Uzbekistan in Tashkent, the Head of Sub-Office will be responsible for supporting all programmatic, administrative and management aspects of running IOM's Termez project office.

The successful candidate is expected to carry out their duties in accordance with the strictest ethical standards and with due respect for gender and socio-cultural sensitivities.

Core Functions / Responsibilities:

Organizational Functions

1. Act as the main contact for IOM in Termez for inter-agency coordination meetings, meetings with local authorities and all other relevant coordination/information mechanisms.
2. Maintain a strong relationship with the local Uzbek government officials including the governor, the customs and border authorities, and the management of the Termez Cargo Facility and any and all other relevant government agencies in the Termez/Surkhandarya region.
3. Coordinate, consolidate and submit weekly reports on response activities.
4. In coordination with the HoO/Programme Manager in Tashkent, coordinate and support official visits to the region.

Programme/Project Management Functions

5. Verify and sign requests, letters and reports endorsed by the HoO/Programme Manager to local counterparts.
6. In close coordination with the HoO/Programme Manager in Tashkent, monitor project activities and make adjustments when necessary to facilitate timely and effective implementation.
7. In coordination with the HoO/Programme Manager, supervise and monitor the implementation of projects.

Administrative, Procurement and Financial Functions

8. Oversee the filing system, following IOM general guidelines, for incoming and outgoing correspondence and/or documents, of financial vouchers and documents, personnel related correspondence and documents, and any other documents related to the management of the sub-office.
9. Ensure timely provision of services and delivery of goods by suppliers.
10. Ensure office equipment and machinery are maintained and kept in good working condition.
11. Ensure the inventory of IOM Assets is well maintained and up to date.
12. Verify invoices and ascertains that the goods and/or services they refer to were duly received by IOM, and approve payment thereof.
13. Supervise admin/finance focal point to verify Petty Cash ledger and cash count; monthly/annual financial statements; operations/accounting returns; monthly operating costs and include them in funding requests to the HoO/Programme Manager in Tashkent.
14. Coordinate all security related issues with the HoO/Programme Manager in Tashkent and keep them abreast of all security related developments. Act as IOM's representative on the UN's Area Security warden group.
15. Perform any other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Political Science, Social Science or other related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

Experience

- Minimum of four years (two years for master's degree holders) of professional experience in Project Management, Project Implementation;
- Experience working with international agencies (UN Agencies, International Organisations, and International NGOs) in complex operations, including conflict and post-conflict situations preferred;
- Operational and field experience in migration, refugee and displaced persons on programme start up, development and management;
- Experience in registration, CCCM, ES-NFI and Cash based programming for marginalised populations, including conceptualisation, analysis and implementation of programme.

Skills

- Knowledge of structures and functions of national and international agencies, donors and organizations'
- Familiarity with the humanitarian sector, migratory and mobility patterns in the region is 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 Uzbek, Dari, and/or Russian 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

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 25 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 12.05.2023 to 25.05.2023

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 142 Head of Sub-Office (P2) Termez, Uzbekistan (58129227) Released

Posting: Posting NC58129228 (58129228) Released