

Position Title : **Project Officer (Protection)**  
Duty Station : **Aden, Yemen**  
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](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; Vanuatu*

Second tier candidates include:

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

### **Context:**

Working under the overall supervision of the Senior Programmes Coordinator (Protection) and direct supervision of the Senior Programme Coordinator, the Project Officer (Protection) based in Aden sub-office will contribute to the implementation of activities of Migrant Assistance in Aden and internally displaced person (IDP) Protection Programme and its operation in Mokha Sub-Office, Yemen. The position is a technical role envisaged to contribute to and support the capacity building, oversight and programme expansion into the areas where IOM is strategically placed to respond to the crisis affected migrants across the country.

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

1. Support the Programme Manager (Protection) in the implementation of the activities required for the successful completion of the activities under the Migrant Assistance and IDP Protection Programme, following closely the donor(s) requirements.
2. Monitor migrant assistance and IDP protection activities in terms of intended scope and progress as per the programme's work plan as designed by the Programme Manager (Protection) and inform of any delay or workaround required for timely completion of activities.
3. Provide technical information and support to the Sub-Office on migrant assistance, operation, especially in relation to the monitoring and coordination of the activities in the areas of programme expansion in and around Aden.
4. Draft and/or review technical specifications for all activities planned to be implemented as necessary in order to improve quality of the output and facilitate alignment to donor requirements.
5. Assist in monitoring of project budget according to internal and donor requirements and follow relevant budget lines in coordination with the Programme Manager (Protection).
6. Monitor the project implementation by performing regular visits to the areas of operation, check that materials are being properly utilized and that assistance is effectively delivered to the beneficiaries. Follow up on the schedule with suppliers and prepare and sign completion certificates. Work closely with the administrative units of IOM for contracts management purposes, including close out procedures and final payments to suppliers.
7. Work in close coordination with the Procurement and Logistics Unit for the procurement and delivery of required materials and items to the respective sites in a timely manner.
8. Liaise effectively with all the relevant stakeholders. Draft and submit regular progress reports to the Programme Manager (Protection) indicating progress, constraints and requirements for project completion. Ensure that project data and information are archived and shared appropriately.
9. Contribute to the development of a capacity building plan for Protection Unit's staff, contribute to the training and mentoring to assist in strengthening understanding and knowledge of migration dynamics in the country and the protection vulnerabilities migrants are exposed to, checking that key standards and approaches are embedded across the protection response.
10. In coordination with the relevant units, check and follow up that all relevant permits and authorizations are obtained from the local authorities for the smooth implementation of activities on the ground.
11. Provide necessary information and documentation for the preparation of project proposals for IOM to contact potential donors. Contribute to contingency planning for possible Migrant Assistance and IDP emergency response activities when required.
12. Undertake regular field/site visits to areas of operation to provide information and technical support with respect to compliance, quality implementation and partner liaison in accordance with IOM's protection approach and strategy.
13. Supervise Programme support staff in Mokha Sub-Office prepare inputs for performance evaluations and contribute to the resolution of team conflicts.
14. Perform such other duties as may be assigned.
15. Perform other duties as may be assigned

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

### **Education**

- Master's degree in International Relations, Conflict Resolution, Management, Social Sciences or a 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**

- Experience in protection programming, at a managerial level is an advantage, in emergency and conflict environments;
- Has experience in leading protection trainings

### **Skills**

- Strong understanding of protection principles, protection interventions, Gender Based Violence (GBV), child protection and general protection interventions including integration, case management, monitoring and community based approaches;
- Works effectively with Donors, local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives;
- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Good Monitoring and Evaluation Skills and,
- Good analytical and technical Skills and,
- Good managerial and organizational skills, and,
- Ability to work with limited supervision.

### **Languages**

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

For this position, fluency in English is required (oral and written). Working knowledge of Arabic 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 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](http://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 141 Project Officer (Protection) (P2) Aden, Yemen (58130161) Released

Posting: Posting NC58130162 (58130162) Released