

Position Title : **Regional Emergency and Post-Crisis Officer**  
Duty Station : **Cairo, Egypt**  
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 : **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:**

Under the direct supervision of the Regional Emergency & Post Crisis Specialist in Cairo, the overall supervision of the Regional Director for Middle East and North Africa (MENA); and, the technical oversight of the Director, Department of Operations and Emergencies (DOE) and Director, Department of Peace and Development Coordination (DPDC), the successful candidate will cover the duties of IOM's Regional Emergency and Post-Crisis Officer. The Regional Emergency and Post-Crisis Officer will monitor and analyse regional thematic trends; support regional thematic project and strategy development; support the review and endorsement of projects related to the Emergency and Post-Crisis (EPC) thematic areas of expertise in the region, and support field assessments and operations. The Regional EPC Officer will work closely with relevant Divisions of the DOE and DPDC in Headquarters (HQ), and in coordination with the other Units in the Cairo Regional Office, including Migration Health and Psychosocial Assistance, Migration Environment and Climate Change, Migrant Assistance,

Labour Mobility and Human Development, and Immigration and Border Management and the Regional Data Hub. Specifically, s/he will provide technical and programme development support to IOM's ongoing emergency relief, transition, stabilization and recovery initiatives across the MENA Region. Further, the successful candidate will work with Country Offices (COs) on the development of strategies to address protracted internal displacement, resilience, community stabilization and land and property issues, and promote early investment.

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

1. Support effective crisis response planning and implementation that addresses the on-going humanitarian emergency, recovery, stabilization and transition needs in the MENA Region.
2. Contribute to reviewing, endorsing and tracking project proposals developed by COs in the Region and, taking note of IASC Humanitarian System-Wide Scale-Up /L3 procedures, maintain regular coordination with relevant HQ Divisions on endorsement, reporting and monitoring of results.
3. Support research and information needs of the Thematic Specialist and COs relevant to the regional emergency, recovery and post-crisis context.
4. In coordination with the COs, support contextual analysis at regional and country levels to strengthen the evidence-base for, and design of, transition, recovery and stabilization programmes.
5. Support in the development of presentations and talking points for senior staff on emergency, transition and recovery thematics, promoting the integration of resilience and risk reduction perspectives when relevant.
6. Support the review of Regional Office Strategy and Country Offices Strategies by ensuring they adequately reflect emergency, transition and recovery contexts when appropriate.
7. Engage in relevant inter-agency working groups focused on humanitarian emergencies, migration crisis management, transition, stabilization, recovery and information management towards developing common programming principles and approaches and joint programming.
8. Contribute to the preparation of appeals in the Regional Office that are coordinated with relevant entities, including Office for the Coordination of Humanitarian Affairs (OCHA) and the United Nations High Commissioner for Refugees (UNHCR), ensuring that IOM's migration crisis response objectives and capabilities are adequately incorporated.
9. Keep COs abreast on donor policies and funding opportunities surrounding emergency response, transition and recovery; seek out alternative fund-raising avenues towards expanding IOM's community stabilization and prevention-oriented work where relevant and identifying shifts in donor's strategic interests around the Region.
10. Support production and dissemination of reports on EPC-related activities; promote and support justification for increased investment in EPC activities.
11. Support regional and in-country initiatives that strengthen Monitoring and Evaluation (M&E) capabilities; support the development of associated guidelines, tools and reporting frameworks; provide technical support to COs in the development of resilience-based measurement frameworks and indicators and adaptive M&E systems.

12. Support partnership dialogue, including with the regional United Nations Office for Disaster Risk Reduction (UNDRR) within the frame of IOM's global efforts to support states in the implementation of the Sendai Framework for Disaster Risk Reduction.

13. Contribute to IOM knowledge management by responding to CO requests for information on good practices and offer referrals to sources of relevant expertise; share information regionally on effective programming approaches and strategies and opportunities for new programming windows.

14. Act as regional focal point for IOM's resilience-based programming initiatives; stay abreast with the latest policy thinking on resilience issues; assist organizational training and capacity-building initiatives on resilience, as requested.

15. Undertake duty travels with the aim of project/programme assessment and development, liaison with counterparts, problem solving, and development of new initiatives, as required.

16. Assist in the production of outreach materials; carry out initiatives to promote IOM's image and to increase the awareness of IOM crisis, transition and post-crisis activities in the Region.

17. Conduct / support Migration Crisis Operational Framework (MCOF) trainings, other relevant emergency and post-crisis response trainings and support the development of related COs strategy documents.

18. Conduct duty travels to support COs in Emergency Response Operations where there are established capacity gaps.

19. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Social Sciences, International Relations, Conflict Management, Humanitarian Affairs 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 project implementation including administrative and budgetary aspects as well as monitoring and evaluation;
- Ability to work effectively and deliver under pressure and strict deadlines IOM functional competencies required: effective communicator, successful negotiator, creative analytical thinker, active learner, strong team player and cross-cultural facilitator; and,
- Fully proficient in Microsoft Office, Internet, PowerPoint and Email.

### **Skills**

- Proven knowledge and understanding of humanitarian, peacebuilding, stabilization and post-crisis recovery frameworks and policies as well as crisis-related land and property issues, including the relevant frameworks (IASC for humanitarian sector; peacebuilding architecture, etc.);
- Familiarity with resource mobilization and donor relations;
- In-depth knowledge of the broad range of migration related subject areas dealt with by the Organization with special focus on transition, recovery, peacebuilding and emergency operations and IOM's engagement within the UN and cluster system;

- Familiarity with programme formulation, implementation, and evaluation of humanitarian and transition/recovery response related programming
- Familiarity with collection and analysis of information concerning major humanitarian crises, operational overview of responses to natural disasters and conflict situations; and,
- Knowledge of UN and bilateral donors' programming.

## Languages

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

For this position, fluency in English 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

<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 and who do not have prior experience outside the duty station's country as staff member in the Professional category 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.