

Position Title : **Project Development Officer**
Duty Station : **Guatemala City, Guatemala**
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 : **18 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. Candidates 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; 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.

Context:

Under the direct supervision of the Chief of Mission (COM) in Guatemala, and in close coordination with the Head of Programs, Project Managers, the Regional Project Development Officer, the Regional Thematic Specialists (RTS), and Headquarters, the Project Development Officer will support and coordinate the development, implementation, monitoring and reporting activities of the IOM Guatemala programme.

Core Functions / Responsibilities:

1. Support the overall implementation of the IOM Guatemala programme including its financial, administrative and technical implementation, in compliance with IOM policies and standards, as well as donor requirements, agreed timeline and deliverables.

2. In coordination with the Programme Manager and/or the COM, coordinate the work of all staff assigned to the Country Office's (CO's) programme, as well as consultants, implementing partners and service providers recruited to support and/or undertake specific activities.
3. Maintain close collaboration and contribute to the strengthening the partnerships with relevant stakeholders such as Government entities, national authorities, donors, development partners, United Nations agencies, and civil society.
4. Draft and produce progress and other reports and ensure proper information exchange on all operational aspects of the programmes between IOM, the programmes' donors and other stakeholders.
5. Provide technical support in analyzing migration related trends and issues in view of strategic, programmatic and programme-specific funding opportunities.
6. Contribute to the identification of donors' priorities and strategies, explore the possibility to develop follow up initiatives and/or initiate new programme development process and draft projects proposals, in relation to expressed governmental needs, donors' priorities and in line with IOM's mandate and strategy.
7. In coordination with the Programme Manager and/or the COM, facilitate adequate information management on CO's activities through regular updates, summaries, press releases and other relevant materials that promote IOM's visibility in IOM Guatemala.
8. Assist in conducting contextual analysis to identify potential activities to be implemented as part of the IOM Guatemala Programme in line with IOM mandate and the priorities established by the Government and partners in Guatemala.
9. Contribute to the development of relevant monitoring and evaluation plans and tools to track policy mainstreaming initiatives and measure progress and effectiveness, make recommendation on suitable course corrections, and supporting further development and improvements.
10. Ensure adequate information management on programme related activities including awareness raising and visibility; provide regular updates, summaries, press releases and other relevant materials, in coordination with the donor and IOM's Public Information Department.
11. Participate in relevant conferences, workshops, steering committees and technical working groups, as well as other forums, to facilitate proper coordination and presentation of IOM activities.
12. Participate in relevant UN working groups and activities to encourage the mainstreaming of migration related issues into United Nations Development Assistance Frameworks (UNDAF).
13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Law, International Relations, Political or Social Sciences, International Development, International Relations, 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 programme management, implementation and project development;
- Experience in coordination of various projects under the programme to ensure maximum outputs;
- Experience in liaising with government authorities and other national/international institutions;
- Experience in emergency settings with in-depth knowledge of IOM/UN programme/project life cycles;
- Experience with UN and International Agencies, international or local non-governmental organization (NGO)s preferred; and,
- Work experience in the Region is an advantage.

Skills

- Knowledge of UN/IOM's regulations, policies and procedures;
- Knowledge of project budgeting and financial management;
- Knowledge and experience in working with PRIMA is an advantage;
- Sound writing, communication and negotiation skills; and,
- Excellent organization skills, analytical and creative thinking.

Languages

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

For this position, fluency in Spanish and English is required (oral and written). Working knowledge of French 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 18 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 12.07.2023 to 18.07.2023

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: SVN 2023 144 Project Development Officer (P2) Guatemala City, Guatemala (58129747)

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