

Position Title : **Operations Officer**
Duty Station : **Port-au-Prince, Haiti**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, 6 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:

Under the overall supervision of the Chief of Mission and the direct supervision of the Head of Operations in IOM Haiti, and in close coordination with the Regional Office for Central America, North America and the Caribbean and the Department of Operations and Emergencies (DOE) in Headquarters (HQ), the Operations Officer will be responsible and accountable for coordinating and supporting the migrants' assistance Operations in IOM Haiti.

Core Functions / Responsibilities:

1. Support the implementation of the emergency operations of IOM Haiti, particularly the provision of assistance upon arrival to forced returns in Haiti, and provide technical inputs to

contribute to the development of response strategies.

2. Supervise staff in the Operations unit, coordinate and distribute activities and tasks to appropriate staff, provide training as required, and monitor the achievement of goals as stipulated in the project log frames.

3. Liaise and coordinate with relevant national and international actors during repatriation events.

4. Liaise with IOM units participating in Operations upon repatriations, including Cash-Based Interventions (CBI), Data Management Unit (DMU), non-food item (NFI), Protection and Health.

5. Facilitate the implementation of Protection from Sexual Exploitation and Abuse (PSEA), protection mainstreaming and Do No Harm approaches.

6. Draft regular and ad-hoc reports for review by the Senior Program Manager and Program Support Unit as specified in donor contracts.

7. Utilize the monitoring and evaluation systems for the monitoring of activities.

8. Ensure the collection of data and participate in data analysis and population movement trend identification.

9. Facilitate the integration of gender perspectives and attention to specific women/girl's and children's rights issues (vulnerable groups) in operational activities.

10. Participate in the Migrant Protection Working Group, when requested.

11. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Management, Statistics, Geography, Demography, International Relations, Humanitarian Assistance 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 emergency response in the field, Data Management or Information management, crisis, post conflict and other displacement situations.

Skills

- Knowledge of Movement Operations program implementation and familiarity with IOM's administrative, financial and business rules and practices is desirable;
- Advanced knowledge of Office 365 suit including MS Excel is desirable;
- Understanding and respect of IOM's data protection guidelines.

Languages

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

For this position, fluency in English and French is required (oral and written). Working knowledge of Haitian Creole 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 143 Operations Officer (P2) Port au Prince, Haiti (58129729) Released
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