

Position Title : **Senior Programme Manager (Canadian Orientation Abroad (COA))**

Duty Station : **Geneva, Switzerland**

Classification : **Professional Staff, Grade P4**

Type of Appointment : **Fixed term, one year with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **05 June 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. External female candidates:
3. Candidate from the following non-represented member states:  
*Antigua and Barbuda; Aruba (Netherlands); Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Curaçao; Dominica; 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; Uzbekistan; Vanuatu*

Second tier candidates include:

All external candidates, except candidates from non-represented member states of IOM and female candidates.

### **Context:**

Under the overall supervision of the Head of Labour Mobility and Social Inclusion (LMI), direct thematic supervision of the Senior Integration and Migrant Training Specialist based in IOM Headquarters and in coordination with the Head of Office of IOM Canada, the Senior Programme Manager will be responsible for the overall coordination and management of pre-departure and post-arrival orientation for Canada-bound refugees and other entrants worldwide supported by IOM. They will oversee all aspects of the Canada Orientation Abroad Programme (COA) programme development and implementation, including but not limited to monitoring, reporting, extensive high-level stakeholder liaison, staff supervision and advancement of new initiatives within the Canadian and global context. In addition, the

successful candidate will actively contribute to IOM's global programming on pre- and post-arrival orientation in labour migration and resettlement pathways.

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

1. Provide authoritative advice to the Government of Canada, through the Department for Immigration, Refugees and Citizenship Canada (IRCC), at a Director level, on issues related to the global implementation of the COA Programme.
2. Analyze settlement-related trends and issues in Canada and identify, design and execute programmes, projects and strategies to address them; in particular, assist the IRCC in defining relevant objectives and administrative structures within the settlement programming context and more specifically, in regard to the COA programme.
3. Identify, develop, manage and implement new pre-arrival project/programme opportunities and training activities within the scope of the COA programme, in cooperation with IRCC, IOM Canada, relevant entities working with refugees in Canada in relation to both pre- and post-arrival settlement services.
4. Maintain and further develop communication with IRCC, IOM Canada and IOM missions abroad, stakeholders and civil society partners in Canada, national and international institutions, non-governmental organizations, voluntary agencies required to promote IOM and the COA programme and to facilitate the implementation of ongoing settlement programme activities.
5. Stimulate, effectuate and support COA programme development through a comprehensive resource mobilization strategy. Take full responsibility for the successful execution of ongoing COA activities/initiatives and the development of new ones.
6. Direct and monitor programme planning design and implementation on a global scale and provide the necessary technical support to all COA sites and personnel. Evaluate COA pre- and post-arrival activities globally and take appropriate measures to increase their effectiveness.
7. Supervise the global implementation of the COA programme and assure high quality performance of a large variety of projects related to settlement services to individuals who have been selected outside Canada to become Permanent Residents, Convention Refugees and Protected Persons outside Canada who have been selected for resettlement in Canada by IRCC, and any other initiatives that may require COA's involvement; ensure the inclusion of cross-cutting themes such as gender mainstreaming, environmental sensitivity and sustainability, principled humanitarian action, and sustainability of project results.
8. Direct the operational, human resources, administrative, budgetary and financial activities of the global programming and oversee those of the programme's permanent activity implementing sites and mobile implementing sites in accordance with the Organization's rules and procedures.
9. Oversee staff-related administrative and professional development support matters (recruitment, on-boarding, guidance and mentoring, and evaluations). Maintain close communication with every staff on the team to ensure high quality performance and inclusion, promote the constant sharing of knowledge, identify issues and propose preliminary solutions, and continually facilitate discussions between COA Global Management and COA staff.
10. In collaboration with COA Global Management Team in Canada and Philippines, lead and support the review of all COA resources and tools presented and/or distributed to refugees worldwide and ensure that content is relevant and accurate. Lead and support the development of public relations and media activities to promote COA's and IOM's image within Canada and abroad.

11. Actively contribute to IOM's global programming on pre- and post-arrival orientation, adaptation, and integration both in labour migration and resettlement pathways by sharing best practices and approaches within COA, providing inputs on new initiatives related to migrant training methodology and integration with the Migrant Training and Integration Unit (MTI) within the LMI Division.

12. Represent the Organization and COA programme at national and international conferences and meetings.

13. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Management and Business Administration, Social Work/Sociology, Immigration, International Relations, or a related field from an accredited academic institution with seven years of relevant professional experience; or,
- University degree in the above or related field with nine years of relevant professional experience.

### **Experience**

- Seven years (nine years for bachelor's degree holders) of experience in humanitarian programmes for refugees and capacity-building activities;
- Proven track record and experience with liaising with governmental and diplomatic authorities as well as with national and international organizations;
- Experience with financial and business administration;
- Experience in PDO management, teacher training, and curriculum development experience;
- Experience in liaising with various interlocutors, national and international institutions;
- Experience studying, living, and/or working in Canada;
- Sound and proven experience and understanding of internal and international migration issues in Canada and related issues.

### **Skills**

- Excellent understanding of Government policies relating to refugee and humanitarian settlement, especially Refugee Assistance Programme (RAP) and of the Privately Sponsored Refugee Programme and the Economic Mobility Partnership Programme;
- Knowledge of the Refugee Assistance Program (RAP) and of the Privately Sponsored Refugee Program in Canada is an advantage;
- Knowledge of financial and business administration;
- Knowledge of international refugee and migration situations;
- Effective resource management skills, ability to motivate, supervise and coach/ direct staff;
- Familiarity of the broad range of migration related subject areas dealt with by the Organization.

### **Languages**

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

For this position, fluency in 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**

<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 3

- **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 3

- **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.

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 05 June 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 16.05.2023 to 05.06.2023

### ***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: VN 2023 194 Senior Programme Manager (COA) (P4) Geneva, Switzerland (58134329)

Released

Posting: Posting NC58134330 (58134330) Released