

Position Title : **JPO - Programme Support Officer (for American Nationals only)**

Duty Station : **Barbados, Barbados**

Classification : **Professional Staff, Grade P2**

Type of Appointment : **JPO, One year with possibility of extension**

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

Closing Date : **13 August 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.*

### **Context:**

Under the overall management of the IOM Coordination Office for the Caribbean in Bridgetown, Barbados, IOM Caribbean is gradually expanding its prevention, preparedness and response presence in the Caribbean through autonomous growth of its Caribbean Country Offices , the creation of a network of standby partners (Government partners, NGO's and private sector) in the whole Caribbean and the establishment of an IOM Caribbean Environmental Resilience and Emergency Response Unit (CER2) that will lead the development and implementation of multi-country programs and the capacity building of the IOM Country Offices and partners network in the Caribbean.

Under the direct supervision of the Regional Coordinator for the Caribbean and in close coordination with the relevant units in the Regional Office for Central and North America and the Caribbean in San Jose and the Caribbean Country Offices, the successful candidate will be responsible and accountable for providing support and contributing to the management, coordination, implementation of all environmental resilience and emergency preparedness and response projects of IOM in the Caribbean

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

1. Contribute to the management, coordination, and promotion of all activities of the IOM Environmental Resilience and Emergency Response unit (CER2).
2. Assist the Head of the CER2 in overseeing and managing all aspects of the operational, administrative, and budgetary activities of the projects.
3. Contribute to the development of new strategies as opportunities emerge especially related to the environmental resilience and disaster displacement / emergency preparedness and response fields.
4. Contribute to the development of grant making activities in a team-oriented context that are aligned to the strategic goals of IOM in the Caribbean.
5. Assist in establishment and review of administrative and operational requirements during emergencies in the Caribbean region, and initiate actions to fulfil and control those requirements.

6. Draft Regular Situation Reports and other relevant reports for IOM, and any special reports covering IOM activities.
7. Contribute technical inputs to the project development function, in environmental resilience and disaster displacement projects.
8. In coordination with the direct supervisor, participate in the UN, Inter-cluster and other multi-agency mechanisms.
9. Assist in preparation of Donor reports and updates as part of overall reporting requirements for the environmental resilience and disaster Displacement programmes.
10. Perform such other duties as may be assigned.

### **Coaching and learning elements**

As an integral part of the IOM assignment the Junior Professional Officer will:

- Gain experience in an International Organization, including management and international cooperation activities, as well as understanding the dynamics of regional and international initiatives and working groups.
- Be able to draft and finalize concept notes and project proposals, using the IOM logical and legal framework.
- Participate in the development of programs, projects, trainings and workshops related to different migration areas.
- Gain experience in working with governmental, non-governmental and United Nations institutions in the Central and North America and the Caribbean region.

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

#### **Education**

- Master's degree in Masters' degree in Political or Social Sciences, Law, 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 work experience.

#### **Experience**

- Minimum of two years' work experience either on project development, project management, database management, project monitoring and evaluation relevant to emergency and community stabilisation;
- Experience of working in a multi-cultural setting; and,
- Computer/software literate, preferably knowledgeable in Microsoft Office, Adobe Acrobat and Photoshop with experience of maintaining a website

#### **Skills**

- Advanced English writing, communication and negotiation skills; and,
- Ability to collect and analyze data on emergency and community stabilization topics.

#### **Languages**

For this position, fluency in English is required (oral and written). Working knowledge of Spanish, French, and Creole is an advantage.

#### **Note**

**Please note that this position is only open to nationals of the United States of America.**

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

### ***Required Competencies:***

The successful candidate is expected to demonstrate the following values and competencies:

#### **Values**

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.

#### **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 action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.
- The appointment is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment 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 13 August 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 31.07.2023 to 13.08.2023

***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: JPO 2023 12 (P) - JPO - Programme Support Officer (for American Nationals only)

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