

Position Title : **Senior Programme Support Coordinator**  
Duty Station : **Addis Ababa, Ethiopia**  
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 : **28 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.*

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; 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; 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 Chief of Mission (CoM) and the direct supervision of the Head of Programmes, and in close coordination with relevant Heads of Unit and Project Managers, units at Headquarters (HQ) and the Regional Office (RO) in Nairobi, the Senior Programme Support Coordinator will be responsible for effective coordination and management of the Programme Support Unit, guiding and overseeing the programme development, reporting, monitoring and evaluation, knowledge management research and contribute to donor liaison functions of IOM in Ethiopia Country Office (CO).

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

1. Provide oversight and guidance on the project development process as well as monitoring and evaluation of activities to ensure effective Results-Based Management approach in all CO's programming.
2. Advise on, coordinate and provide expert support for the development of new programmes and evaluation of programme and project activities of Ethiopia CO to ensure timely and effective implementation and quality reporting and advise corrective measures that may be required.
3. Directly supervise staff members working on issues that are crosscutting to the overall activities of the CO, such as Monitoring and Evaluation, Programme Support, Protection from Sexual Exploitation and Abuse (PSEA), Gender, and Accountability.
4. Undertake in-country and international duty travels for programme assessment, technical and programmatic guidance, and evaluation or to represent IOM at meetings of governmental, intergovernmental, and non-governmental organizations, as required.
5. Coordinate IOM's functions in Ethiopia across offices and thematic units to ensure coherence, synergy, and maximization of resources.
6. Develop IOM's portfolio per programme objectives, updated strategic priorities, project successes, and donor interests, in close coordination with the Head of Programmes, relevant units within the CO, ROs, and HQ, governmental authorities, international and regional institutions as well as partners organizations in the public/private sector.
7. Provide expert advise and support in establishing/ strengthening the Organization's relationship with donors through regular liaison and provision of advice, expertise, and information on IOM programmes/projects. Organize and lead high-level meetings with IOM and various donors to further build on the IOM/ donors relationship.
8. Coordinate with the respective Programme Managers for the African Union (AU), and the Economic Commission for Africa (ECA) project portfolios in Ethiopia.
9. Lead and serve as the Special Liaison Unit (SLU) Focal Point with respect to the preparation and timely submission of all project proposals and reports, in close coordination with Project Managers of the AU and United Nations Economic Commission for Africa (UNECA) project portfolios in accordance with the requirements of the IOM, donors and relevant stakeholders.
10. Oversee the management and production of CO-level data and material for programme activity evaluation and reporting as well as advise Programme Management on challenges, and opportunities and authoritatively propose potential areas for activity expansion and/or reorientation.
11. Coordinate IOM responses to donor requirements, including the collection, edition, and dissemination of institutional and thematic information. Respond to institutional assessments of the Organization aimed at gauging institutional strengths and weaknesses.
12. Perform such other duties as may be assigned.

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

#### **Education**

- Master's degree in Economics, Political or Social Science, or a related field from an accredited academic institution with seven years of relevant professional experience; or
- University degree in the above fields with nine years of relevant professional experience.

## Experience

- Demonstrated experience in both development and humanitarian sectors at the international level;
- Strong Monitoring and Evaluation (M&E) with experience in project evaluation preferred;
- Experience in research, particularly in labour migration, in both quantitative and qualitative methods;
- Experience building and maintaining strategic and operational partnerships with key stakeholders including State actors, other UN and intergovernmental agencies, civil society actors, private sector, financial service providers, and development actors;
- Experience in project development and project management, humanitarian and migration-related activities, report writing, and liaison with relevant stakeholders; and,
- Work experience in the region and on regional issues in Africa is a distinct advantage;

## Skills

- Excellent report writing skills, with peer-reviewed publications a distinct advantage;
- Excellent team-building skills with a track record in team coordination and building trust;
- Excellent communication and negotiation skills; and,
- Effective resource mobilization skills and strategic and creative thinking.

## Languages

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

For this position, fluency in English is required (oral and written). Working knowledge of either any local language, French, and/or Spanish 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

Previous applicants do not need to re-apply

<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. 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 28 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 15.08.2023 to 28.08.2023

***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: VN 2023 321 Senior Programme Support Coordinator (P4) Addis Ababa, Ethiopia  
(58274024) Released

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