

Position Title : **Programme Manager**
Duty Station : **Mogadishu, Somalia**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **06 September 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; Tonga; Tuvalu; Uzbekistan; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

In 2023, the second iteration of the Somalia Security and Justice Program (SSJP-II – also referred to as Nabadgelinta Soomaaliya) is transitioning from UNOPS to IOM. It will fit under IOM's Transition and Recovery pillar which also encompasses the organization's community stabilization and Disengagement, Disassociation, Reintegration and Reconciliation (DDRR) portfolios.

Under the overall supervision of the Chief of Mission, the direct supervision of the Senior Programme Coordinator (TRP) & Head of Sub-Office and the guidance of the Programme Coordinator of the program, the Programme Manager will manage and support IOM on the programmatic, operational and administrative aspects of the program. They will be a member of the Senior Management Team (SMT) and work in close collaboration with the SSJP-II Program Coordinator, Program Officer (Monitoring, Evaluation, Research, and Learning (MERL) , and Resources management Unit. They will provide line management for Area Leads in each of the

program's target Federal Member States (FMSs), and other operations and programmatic staff. They will ensure that appropriate management systems are in place for the overall functioning of the program and work closely with the Programme Coordinator and others on the team to implement a robust Program Management Framework. They will also provide mentorship and training, as needed, for all national staff.

Background on Somalia Security and Justice Program - SSJP II

IOM seeks a Deputy Program Coordinator to oversee program operations for a multi-year Security and Justice Reform Program (SSJP) in Somalia. The objective of the program is to enable Somalis to benefit from improved security and access to justice through inclusive approaches that enjoy broad based understanding, support and both elite and public confidence. The program will seek to enhance resolution of specific security and justice problems identified as priorities by Somalis in target locations, while also leveraging learning, social and political influence effectively to catalyse wider programmatic, policy and systemic change.

Core Functions / Responsibilities:

1. Program Delivery: Support the Programme Coordinator to ensure program milestones are delivered on time and to quality by ensuring that the workplans provide the framework for delivery, that progress is reviewed, and lessons are learned to constantly update, adapt and optimize performance and realize value for money.

- Support development of updated annual workplans to be agreed and approved by the SMT, the Program Steering Committee and donors; and check that all stakeholders are clear on planned activities (version control, knowledge management, etc.).
- Facilitate the placement of integrated quarterly, monthly and specific deliverable workplans across each of the target FMSs and across the entire program team and ensure that the necessary technical assistance and other resource inputs are in place to support delivery.
- Conduct regular review/planning meetings to review progress against integrated workplans; identify opportunities for deepening partnership and collaboration between implementing partners; flag emerging issues of concern; and to capture and reflect on learning.
- Contribute to the development of a structured process through which the program reflects on progress, reviews emerging evidence (including from the program's MERL framework) and adapts program design and delivery.
- Report, in writing, any concerns around delayed/impeded delivery or inadequate technical quality to the Program Coordinator and SMT.
- Support the Program Coordinator and Resource Management Unit to monitor the use of inputs against the delivery of outputs.

2. Effective Program Management: Contribute to the establishment and delivery effective systems and processes that address: adaptation; planning, monitoring, and tracking; communications; office management and operations; reporting; safeguarding; fiduciary risk; compliance and overall risk management.

- Ensure appropriate program management systems are in place, and are being used, documented and reported on which address:
 - Program Management.
 - Compliance (e.g., Grant Management; etc.);

- Safeguarding (e.g., Safeguarding Framework);
- Risk Management (e.g., Risk Matrix and Risk Management Strategy);
- Monitoring, Evaluation, Research and Learning (e.g., Theory of Change, and MERL Framework); and
- Work with the Programme Coordinator, RMU and Implementing Partners for the development of workplans that are accompanied by realistic and detailed budgets and financial forecasting.
- Work with the Technical Lead to ensure technical advice and assistance requirements are identified in good time, and support the development of Terms of Reference to secure this assistance; and
- Identify wider learning and capacity building opportunities and support the program staff to develop appropriate deliverables.

3. Human Resources: Manage, mentor, and provide professional development opportunities for the SSJP-II team.

- Participate in the implementation of the performance management framework.
- Assess and record performance of Area Leads and other key program and operational staff, identifying areas for improvement and documenting overall performance.
- Support SSJP-II personnel to manage consistent underperformance effectively, ensuring that issues and management steps are clearly documented.
- Assist in the recruitment and orientation of new staff.
- Create a team dynamic in which SSJP-II personnel and partners feel supported, encouraged, and accountable for their performance.

4. Risk Management:

- Work closely with RMU to identify and manage financial risks.
- In line with the provisions of the framework, periodically (and regularly) assess the risk environment and update the risk matrix and tracker accordingly.
- Recommend appropriate risk mitigation strategies and work with the Program Coordinator and other SSJP-II team members to help ensure risks are effectively mitigated and managed.

5. Operations and Compliance:

- Work closely with RMU to ensure full contractual compliance with IOM and donor requirements.
- Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in international relations, Management, Development Studies, Planning, Business Administration, or a related field from an accredited academic institution with five years of relevant professional experience; or

- University Degree in the above field with seven years of relevant professional experience.

Experience

- A minimum of five years' experience in program/project management, particularly for security and justice reform, conflict management, and/or human rights programs;
- Experience with developing workplans, milestones, and means of verification for service provision within a security/human right program;
- Experience in managing programs in fragile and conflict-affected environments (including program planning, compliance, finance, risk, and grants/contract management is an asset);
- Experience in effective communications and interpersonal relationships and developing and maintaining professional networks with both international and national stakeholders, including development partners and civil society organisations;
- Experience in managing and developing team performance, including through the establishment of performance management frameworks is desirable;
- Experience with political analysis in complex crisis settings;
- Excellent communication, information management and report writing skills with the ability to analyse complex problems and identify and convey clear, rapid solutions;
- Strong knowledge and cultural understanding of the region and conversant on regional politics; and,
- Experience in developing and maintaining budgetary disciplines across a wide range of grant activities.

Skills

- Knowledge of Somalia, including socioeconomic and political context;
- Negotiation and diplomatic skills; and,
- Knowledge of IOM resource management rules and procedures; and knowledge of IOM procurement and logistics management and procedures and asset.

Languages

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

For this position, fluency in English is required (oral and written). Working knowledge of Somali 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 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 06 September 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 24.08.2023 to 06.09.2023

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 376 Programme Manager (P3) Mogadishu, Somalia (58314325) Released
Posting: Posting NC58314326 (58314326) Released