

Position Title : **Assistance Programme (AP) Coordinator**
Duty Station : **Kaiserslautern, Germany**
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 : **11 October 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. 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:

IOM's operations cover diverse thematic areas such as: Humanitarian Relief Assistance, Protection (including Gender based Violence and Child Protection), Shelter and Non-food items, Health and Psychosocial Support, Resettlement, and Movement Management.

The Assistance Programme (AP) will contribute to improving access of the affected population to protection and Mental Health and Psychosocial Support (MHPSS) activities by developing and strengthening the provision of direct assistance, including through protection mainstreaming. The project will ensure culture, age, diversity and gender-appropriate and disability inclusive assistance.

Under the overall supervision of the Chief of Mission, the direct supervision of the Head of Office

and in close coordination with relevant technical units at Headquarters (HQs) and Administrative Centres, the Assistance Programme (AP) Coordinator will be responsible and accountable for the following:

Core Functions / Responsibilities:

1. Ensure a safe, dignified and protective environment for the affected population through a coordinated response in the key areas such as: Protection, Mental Health and Psychosocial Support, Non-food item coordination and Interpretation support.
2. Provide effective daily supervision, oversight and management of all operational activities and staff, ensuring dignified, efficient and cost-effective service delivery with integrity within the Assistance Programme.
3. Manage and monitor technically and administratively Protection, Mental Health and Psychosocial Support (MHPSS) and Non-Food Item (NFI) staff members and ensure effective implementation of activities. Ensure that relevant guidance and capacity building are provided to all staff members.
4. Ensure IOM activities are developed and implemented in line with its institutional policy documents, as well as internal and external guidance and tools.
5. Ensure all services under the AP are coordinated for individuals at the site according to the highest ethical standards and IOM's and inter-agency guidelines and standard operating procedures (SOPs) and ensure implementation of SOPs by all IOM Staff.
6. Establish, maintain and strengthen liaison and coordination with all relevant stakeholders; collect, assess and advise on feedback, issues, challenges, appreciations; conduct day to day communication and build productive and positive relations in coordination with supervisor.
7. Oversee, manage, monitor and report on all programmatic, administrative and Human Resources (HR) aspects, facilities, Information and Communications Technology (ICT) solutions, and financial management related to the Assistance Programme.
8. Prepare projections and plans for program and required administrative changes and provide all reports and advice to the supervisor. Identify challenges and ensure the development and implementation of solutions in coordination with relevant technical and administrative units to meet AP needs.
9. Ensure the preparation of all required reports, including on achievements, challenges, incidents, complaints, etc., and provide advice and problem resolution, as needed.
10. Ensure adequate mainstreaming of protection, diversity and inclusion, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH), Accountability to Affected Populations (AAP) and Child Protection (CP) across the AP and partners' activities and that Protection Coordinator's recommendations on protection mainstreaming or risk mitigation measures are shared with relevant stakeholders, applied, and monitored.
11. Ensure all staff remain professional, impartial, and unbiased during all interactions with beneficiaries, colleagues and partners per the IOM Standards of Conduct and PSEAH policy and guidelines, and IOM Data Protection Policy.
12. Ensure capacity building of relevant stakeholders, to address gaps in technical skill sets related to site management, provision of assistance, as well as referrals to protection activities; enhance knowledge and understanding on complex sensitivities that arise in such group settings over a period of time.

13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Sciences, International Relations, Law, Migration Studies, Social Studies 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

- Experience in programme coordination, including operational and managerial experience in the fields of Camp Coordination Camp Management, Emergency and Humanitarian Response, Disaster Management, Shelter and other relevant areas;
- Experience in migrant-related programmes, and specifically protection, MHPSS and community engagement;
- Experience in managing large teams;
- Demonstrated experience in liaising with governmental and non-governmental actors;
- Experience with gender mainstreaming and dealing with gender-based violence issues;
- Experience in working with local communities in a multi-cultural settings and ensuring community participation and establishment of complaint and feedback mechanisms.

Skills

- Demonstrated interpersonal and teamwork skills;
- Excellent leadership skills and proven ability to establish and maintain effective working relationships with persons of diverse cultural and national backgrounds;
- Excellent coordination, communication and analytical skills;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.

Languages

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

For this position, fluency in English is required (oral and written). Working knowledge of Dari and/or Pashto 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 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

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 11 October 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 28.09.2023 to 11.10.2023

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 439 Assistance Programme (AP) Coordinator (P4) Kaiserslautern, Germany (58386855) Released

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