



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **National Programme Officer**  
Duty Station : **Port Vila, Vanuatu**  
Classification : **National Officer Staff, NOA**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **December 14, 2020**

*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 environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the direct supervision of the Chief of Mission for Vanuatu and in close coordination with relevant Project Managers in the country, in addition to the IOM Office in Australia with coordinating functions for the Pacific and IOM thematic specialists in Regional Office for Asia and the Pacific, Bangkok, the successful candidate will manage a small team and be responsible for supporting all activities related to management of displacement in both emergency and development contexts, including supporting IOM's activities related migration management whenever required.

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

1. Assist the Chief of Mission and Project Managers to coordinate displacement management and migration management activities, primarily IOM International Development Fund (IDF) projects, through administrative, financial, logistic and technical support ensuring proper application of a monitoring and evaluation system to track progress of project indicators and results and proactively provide recommendation and inputs on ways for better implementation of the activities;

2. Coordinate implementation of project activities, including procurement and distribution of necessary items, and quality control of activities, according to the IOM and donors' rules and regulations;
3. Coordinate the implementation of activities and provide technical support to National Disaster Management Office (NDMO) and Department of Labour (DoL) to integrate approaches to end Violence Against Women and Girls into emergency planning and response and seasonal worker programmes (SPOTLIGHT Initiative);
4. Support the Project Manager in undertaking advocacy and capacity building works in finding durable solutions for displaced populations and on mainstreaming of Vanuatu's Displacement Policy into relevant government policies and operational plans to facilitate its sustainability and to improve the protection for displaced population;
5. Identify displacement management training needs and assist in the design and implementation of measures to address those needs while preparing contextualized training modules, including facilitating training of trainers in partnership with local, provincial and national counterparts as well as and drawing up training reports (including participant feedback and pre-/post-test results);
6. Support and assist the Chief of Mission and relevant Project Managers in management and supervision of other project assistants, coordination with local consultants and/or focal points and support them in developing & following established work plans;
7. Support Project Managers in monitoring achievements of field teams and ensure that the targets for each team are achieved within planned timeframe and according to donor requirements. Report potential gaps and delays to the Project Managers in timely manner and shared potential solutions;
8. Assist Project Managers in identifying, developing and strengthening the capacity building of national staff;
9. Support the Chief of Mission and relevant Project Managers in drafting strategic documents, proposals, concept notes, donor reports, case studies and information materials including other regular or ad-hoc project reporting and documentation as required by facilitating and compiling inputs from field teams on both migration management as well as displacement management related issues;
10. Maintain up-to-date knowledge and information on any issues related displacement and displaced population particularly in the context of Vanuatu through desk research, field visits, coordination and knowledge exchanges with relevant stakeholders;
11. Undertake duty travel as required;
12. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Political or Social Sciences, Law and/or International Relations or a related field from an accredited academic institution; or

- University degree in the above fields with two years of relevant professional experience.

## **Experience**

- Demonstrated experience in project development, implementation, management, and evaluation, especially in the field of migration and displacement management, including human trafficking, people smuggling, climate and disaster-related displacement and migration.
- Experience in assessment, review, and development of guidelines, policies, SOPs
- Experience in conducting trainings for various audiences
- Experience working with various stakeholders including government as well as communities, civil societies, UN agencies, NGOs, and donors
- Familiarity with humanitarian and development principles especially related to displacement and humanitarian response
- Previous experience with international organizations in the development and humanitarian sectors, including experience working in the UN/INGO system is desired

## **Skills**

- Knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Knowledge of UN and bilateral donor programming;
- Strong organizational skills;
- Excellent writing, communication, negotiation and analytical skills.

## **Languages**

Fluency in English and Bislama is required.

## ***Required 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.

### **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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### **How to apply:**

Interested candidates must submit 1) a duly completed IOM Personal History form 2) CV and 3) cover letter to [HRCanberra@IOM.INT](mailto:HRCanberra@IOM.INT) by 14 December 2020 at the latest, referring to this advertisement.

The IOM Personal History form can be downloaded from this link: <http://australia.iom.int/join-our-team>

Only shortlisted candidates will be contacted.

***Posting period:***

From 1.12.2020 to 14.12.2020

***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.