

Position Title : **Programme Support and Liaison Officer**
Duty Station : **Kinshasa, Congo, Democratic Republic of the**
Classification : **Professional Staff, Grade P1**
Type of Appointment : **Special short-term graded, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **24 November 2024**

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; Comoros; Congo (the); Cook Islands; 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; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

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

Context:

IOM works with partners, governments, and civil society to assist in meeting the operational challenges of migration and mobility, advance understanding of migration issues, encourage social and economic development through migration, and uphold the human dignity and well-being of migrants and mobile populations.

Under the overall supervision of the Chief of Mission (CoM) of IOM in the Democratic Republic of the Congo (DRC), the direct supervision of the Programme Support Unit Coordinator, and in close coordination with the IOM Regional Office, the Programme Support and Liaison Officer will be responsible for assisting in providing technical support for the implementation of IOM's strategic objectives in the DRC.

Core Functions / Responsibilities:

1. Support the development of concept notes and proposals by providing technical information, drafting specific elements of project proposals and reports, and checking internal coherence and alignment with national and regional strategies as well as IOM strategic frameworks.
2. Collect and compile technical information to support the IOM units/sections in the preparation and submission of periodic reports on programme delivery, including interim and final reports to donors as well as project activity reports.
3. Support the development of the Migration, environment, and climate change portfolio by drafting specific elements of strategies and project proposals.
4. Collect and consolidate inputs to assist with the development of programmatic responses, recommendations, and approaches, in line with the Mission's strategy.
5. Facilitate the consideration of cross-cutting issues such as gender, youth, environment, people living with disabilities, and accountability to affected populations during programme development and implementation.
6. Maintain and update government focal points in the relevant system, and collect and track required inputs and documents for regional and global meetings.
7. Support the implementation of the activities of the United Nations Migration Network and technical UN working groups by assisting in organizing and attending meetings and by drafting specific terms of reference, meeting notes and summaries, including meetings with governmental and non-governmental entities, and relevant stakeholders.
8. Provide administrative and logistical support for the Communications Team in the implementation of an external communications strategy in line with IOM's strategic communications priorities and guidelines.
9. Draft specific elements of external communication products and informative documents, and maintain social media accounts and the organization's website.
10. Collect inputs from project managers for IOM country and regional office policy-development processes.
11. Assist with the development and regular distribution of communications products based on IOM DRC operations and results.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

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

Experience

- Previous working experience with UN organizations, Non-Governmental Organizations (NGOs), or international organizations is a distinct advantage.

Skills

- Familiarity with reporting and proposal writing, including the ability to synthesize complex information into clear, actionable recommendations;
- Understanding of the socio-political context in the Democratic Republic of the Congo and regional migration issues;
- Knowledge and understanding of the broad range of migration-related subject areas dealt with by the Organization;
- Proven ability to produce quality work accurately and consistently according to set deadlines;
- Demonstrated ability to maintain accuracy and confidentiality in performing assigned tasks;
- Excellent communication and interpersonal skills, with the ability to work effectively in a multicultural team environment;
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with data management tools and software; and,
- Ability to adapt to changing environments and work under pressure, demonstrating flexibility and problem-solving skills.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English and French is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, Russian and 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

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.

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 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 background verification 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 24 November 2024 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 11.11.2024 to 24.11.2024

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: SVN 2024 270 Programme Support and Liaison Officer (P1) Kinshasa, Democratic Republic of Congo (59264314) Released
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