



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Announcement

Position Title : **Project Officer**
Duty Station : **Vientiane, Lao PDR.**
Classification : **Ungraded**
Type of Appointment : **Special Short Term Contract,
5 months with possibility of extension**
Estimated Start Date : **1 February 2017**

Closing Date : **25 January 2017**
Reference Code : **LASVN2016-04**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favourably considered:

Antigua and Barbuda, Bahamas, Belize, Benin, Botswana, Cambodia, Cape Verde, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guinea, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Lithuania, Luxembourg, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Timor Leste, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

Applications from qualified female candidates are especially encouraged.

Under the direct supervision and guidance of the Head of Office (HoO) in IOM Vientiane and under the overall supervision of the Regional Director (RD) for Asia and the Pacific, and in coordination with relevant Country Offices (COs) and relevant units at the IOM Regional Office for Asia and the Pacific (RO) in Bangkok, the successful candidate will assist the IOM Vientiane Chief of Mission (CoM) in the development, implementation, oversight, monitoring/evaluation and coordination of programmes and projects in Lao (People's Democratic Republic (PDR)).

Core Functions / Responsibilities:

- a) Provide guidance and mentoring to national project staff on implementation of project activities relating to human trafficking and labour migration.
- b) Follow up on programme implementation through discussions and guidance to project coordinators, technical staff, and implementing partners. Oversee the development and adherence to results-based performance management by project coordinators.
- c) Support the monitoring of progress against strategic objectives, project and programme benchmarks. Prepare donor narrative and financial reports in accordance with IOM regulations and established procedures.
- d) Assist the HoO in monitoring and overseeing the financial expenditure and accountability of projects in the Mission; undertake financial analysis of projects in the Mission.
- e) Identify constraints and obstacles to the implementation of programmes and projects assigned, propose solutions and/or consult HoO in a timely manner. Liaise with other IOM missions, HQs, and RO to facilitate a coordinated approach to project implementation and financial/budgetary administration, as requested by the HoO.
- f) Represent the Mission in United Nations (UN) inter-agency fora and working groups, seminars, conferences, and other external events as indicated by the HoO.
- g) Prepare guidance notes, documentation, and briefs as required.
- h) Act as Officer in Charge in the absence of the HoO.
- i) Provide general support to the HoO at the IOM Vientiane office and perform such other duties as may be assigned.

Required Qualifications and Experience

Education and Experience

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

Languages

Fluency in English is required. Working knowledge of Lao is an advantage.

Required Competencies

Behavioural

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

Technical

- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

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.

How to apply:

Interested candidates are invited to submit their applications via e-mail to LaoHR@iom.int, by January 25, 2017 at the latest, referring to this advertisement. Please include the reference code LASVN2016-04 followed by your full name in the subject line.

Applications should include: a) a cover letter not more than one page, specifying the motivation for applications; and b) a curriculum vitae.

Only shortlisted candidates will be contacted.

Posting period:

From 07.01.2017 to 22.01.2017