



IOM International Organization for Migration

Open to Internal and External Candidates (SVN/MH/2017/12-05)

Position Title : **National Program Officer - Immigration and Border Management/Information Technology**
Duty Station : **Majuro, Republic of the Marshall Islands**
Classification : **No-A Level**
Salary : **USD 1,798.67 /month net**
Type of Appointment : **Special Short Term, 8 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **22 December 2017**

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 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 overall supervision of the Chief of Mission, the direct supervision of the IBM Program Manager, and in close coordination with the Head of Sub Office Majuro, the National Program Officer will coordinate all project activities and administrative tasks, including providing direct information technology and data management support to all aspects of the project. When required, support the IBM Program Manager to liaison with government, as well as non-government agencies, and private sector for effective program implementation. Additionally, the successful candidate will be accountable and responsible for providing specialized support to the IOM Majuro Migration and Border Management Portfolio.

Core Functions / Responsibilities:

1. Support the IBM Program Manager in liaison with relevant governmental, non-governmental organizations (NGO), private sector and international organizations as well as other relevant stakeholders were necessary for the effective implementation of the activities of the projects and represent IOM at coordination meetings with governments, NGOs, private sector and other stakeholders were required.
2. Information Technology – Directly supporting the work of the IBM Program Manager, the National Program Manager will:
 - Coordinate technical assessments preparations, in field site assessments for the deployment of IOM's Migration Information and Data Analysis System (MIDAS), supporting further systems integration at the Division of Immigration Office.
 - Technically support new MIDAS installations at the field sites, refreshing and reviewing pre-existing installations in country as necessary, and technically supporting installation of the MIDAS central server system at Division of Immigration Office

- Planning and conducting training for new Division of Immigration MIDAS users and for senior MIDAS support staff at Division of Immigration, and serving as a resource co-trainer for trainings led by Division of Immigration MIDAS specialists
 - Supporting the IBM Project Manager and Procurement Staff in liaison with relevant government, NGO, private sector and other relevant stakeholders were the issues
 - Researching, compiling and analyzing information from professional sources on possible best options and approaches for information technology and data management options that respond to the needs of the project
 - Assisting in coordinating timely implementation of all project activities;
 - Contribute to donor reporting, for aspects directly relating to the information technology and data management issues
 - Ensuring proper documentation and inventory of project's information technology assets, and assisting in asset handover documentation
 - Assisting in the monitoring and evaluation of project activities, as pertains specifically to the information technology aspects.
3. Provide support to the development of new projects related to IBM and Information Technology based on identified needs during project implementation, for the information technology and data management aspects.
4. General Duties
- participate in IOM planning events and training and development opportunities
 - undertake work related travel at the request and approval of the COM
 - Other duties as assigned

Required Qualifications and Experience

- Bachelor's Degree or Technical Certificate from an accredited academic institution in Information Technology, Migration Studies, Business Administration or a closely related field with two years of relevant experience
- Master's degree with no required experience
- Close familiarity with SQL and similar IT system products, programming and applications;
- Experience working with border management technology will be an advantage
- Experience working on migration issues in a project setting will be an advantage
- High level of computer literacy
- Ability to do multi-tasking under tight timelines
- Working experience gained in an International Organization, Embassy, or NGO is an advantage

Languages

Fluency in **English and Marshallese**. Knowledgeable of any regional languages is an advantage.

Required Competencies

- ***Accountability-*** accept and give constructive criticism, follow all relevant procedures, processes, and policies, meets deadline, cost, and quality requirements for outputs
- ***Client Orientation-*** identify the immediate and peripheral clients of own work, establish and maintain effective working relationships with clients
- ***Continuous Learning-*** contribute to colleagues' learning, demonstrate interest in improving relevant skills
- ***Communication*** – actively share relevant information, clearly communicate, and listen to feedback on, changing priorities and procedures
- ***Creativity and Initiative-*** proactively develop new ways to resolve problems

- **Leadership and Negotiation** - convince others to share resources, present goals as shared interests
- **Performance Management** - provide constructive feedback to colleagues, provide fair, accurate, timely, and constructive staff evaluations
- **Planning and Organizing** - set clear and achievable goals consistent with agreed priorities for self, and others, identify priority activities and assignments for self and others
- **Professionalism** - master subject matter related to responsibilities, identify issues, opportunities, and risks central to responsibilities
- **Teamwork** - actively contribute to an effective, collegial, and agreeable team environment. Contributes to, and follow team objectives. Seek input and feedback from others. Actively support and implement final group decisions. Take joint responsibility for team's work.
- **Technological Awareness**- learn about developments in available technology, proactively identifies and advocates for cost-efficient technology solutions
- **Resource Mobilization**- Establishes realistic resource requirements to meet IOM needs
- **Technical Capacities** - Able to effectively use common office software including MS Word, Excel, PowerPoint, and Outlook; possesses an understanding of logistics terminology and concepts; able to manage a team to accomplish a goal; able to provide written reports and input into program development; able to manage multiple tasks.

How to apply:

Completed applications, including a cover letter (not more than one page), curriculum vitae highlighting the required education and experience, school credentials and the names and contact details of 3 referees, etc. may be delivered to the IOM Pohnpei Office, FSM or submitted electronically to HRmicronesia@iom.int.

IOM does not assist with obtaining or covering the cost of resident visa, work permit or similar procedures as well as travel cost at the end of the contract. The hiring process will be done once all the required documentations are fulfilled which includes proper work permit.

Posting period:

From 08.12.2017 to 22.12.2017