



IOM International Organization for Migration

## OPEN TO INTERNAL AND NON-REPRESENTED MEMBER STATES CANDIDATES

Position Title : **Programme Officer  
(Protection and Vulnerable Migrants  
Assistance (PVMA))**

Duty Station : **Port Moresby, Papua New Guinea**

Classification : **Professional Staff, Grade P1**

Type of Appointment : **Special short term,  
Nine months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **November 24, 2015**

Reference Code : **SVN2015/145(P)-INT**

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:*

*Angola, 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, Tanzania, Timor Leste, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen*

*Applications from qualified female candidates are especially encouraged.*

### **Context:**

IOM has been operating in Papua New Guinea (PNG) since 2001, working on complex emergencies, providing humanitarian relief, and building capacity of the Government. With support from the Governments of Australia, the US and the EU, and in close partnership with Government partners, the UN country team and civil society, IOM is reaching displaced populations in remote communities, assisting stranded migrants, and safeguarding the rights of vulnerable groups. Operating through its Head office in Port Moresby and field offices, IOM's programmes focuses on disaster management, emergency preparedness and

response, counter-trafficking, assisted voluntary return, migration and border management, and integration.

Under the direct supervision of the Chief of Mission in Papua New Guinea, and in coordination with relevant units at Headquarters (HQs) and Regional Office in Bangkok, Thailand, the successful candidate will be responsible and accountable for providing assistance in the implementation, monitoring and development of the Protection and Vulnerable Migrants Assistance (VMA) project(s).

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

1. Under the supervision of the Chief of Mission, assist in the coordination and administration of the operational, administrative and financial aspects of the Vulnerable Migrants Assistance project(s). Provide assistance in drafting regular project reports according to IOM and donors format as required.
2. Assist in the organization of capacity-building activities targeting key government and civil society partners on counter-trafficking and mixed migration issues.
3. Provide assistance to draft awareness strategies as regards to human trafficking and mixed migration issues and towards the development of communication strategies.
4. Support in drafting planning documents for the preparation and implementation of the elements of the projects related to the revision of the legal framework, assistance through IOM and a network of stakeholders and guidelines related to the protection for vulnerable migrants.
5. Draft notes, covering important meetings, working groups, coordination mechanisms on migration matters.
6. Compile background information to develop initiatives and projects in the area of migration management and to promote stakeholder partnership. Support in engaging with donors and government counterparts.
7. Perform such other duties as may be assigned.

### ***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.

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

### **Education**

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

### **Experience**

- International experience in project and budget management, project implementation, reporting, monitoring and evaluation;
- Experience in working with vulnerable groups, migrants, refugees, internally displaced persons, and victims of trafficking;
- Experience in drafting complex analytical texts in English;
- Experience in collecting, analysing and presenting data;
- Experience in liaising with national and international institutions;
- Computer/software literate, preferably knowledgeable in Microsoft Office, Adobe Acrobat and Photoshop;
- Previous experience of working in hardship posts and the South Pacific region a strong advantage.

### **Languages**

Fluency in English is required. Working knowledge of other IOM/UN official language(s) is an advantage.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by November 24, 2015 at the latest, referring to this advertisement.

For further information, please refer to:

<http://www.iom.int/how-apply>

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for

applications.

Only shortlisted candidates will be contacted. You can track the progress of your application in your personal application page in the IOM e-recruitment system.

***Posting period:***

From 10.11.2015 to 24.11.2015

Requisition: SVN 2015/145 (P) - Programme Officer (PVMA) (P1) - Port Moresby, Papua New Guinea (54703371) Released

Posting: SVN 2015/145 (P) - Programme Officer (PVMA) (P1) - Port Moresby, Papua New Guinea (54703372) Released