OPEN TO INTERNAL AND NON-REPRESENTED MEMBER STATES CANDIDATES

Position Title : Programme Support Officer  
Duty Station : Pristina, Kosovo  
Classification : Professional Staff, Grade P2  
Type of Appointment : Fixed term, one year with possibility of extension  
Estimated Start Date : As soon as possible  
Closing Date : November 18, 2015  
Reference Code : VN2015/115(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, Jamaica, 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:

Under the direct supervision of the Chief of Mission (CoM) in Kosovo, the successful candidate will assist in supporting the proper implementation of IOM Kosovo projects, internal monitoring and evaluation of ongoing projects, as well as project development for the IOM Kosovo.
Core Functions / Responsibilities:

Programme Support and Monitoring & Evaluation

1. Maintain up-to-date knowledge of all projects implemented by IOM Kosovo.

2. Assist in the development of strategies, methodologies, and contingency plans that respond to new and emerging operational challenges in Kosovo through a consultative process with CoM and programme staff.

3. Undertake regular field visits throughout Kosovo to assist in coordinating, evaluating and improving the planning, programming, implementation and monitoring of assistance projects.

4. Assist in the overall integration and coordination of Monitoring and Evaluation (M&E) project frameworks and resources in coordination with the Project Managers (PM); support the development, data collection, analysis and reporting of M&E data and quality assurance tools for PMs and implementing partners.

5. Consolidate and analyse data on programme implementation and indicators in order to facilitate the preparation of interim and final donor reports as well as mission, regional and Headquarters periodic and activity-specific reports, as may be required.

6. Provide support and assistance for the timely start-up of the various phases or components of newly funded projects in IOM Kosovo, as requested by CoM.

7. Monitor and ensure proper implementation of specific project components, identify problems, and propose actions to expedite the timely delivery of inputs, efficient utilization of resources, and effectiveness in achieving project deliverables, as may be required and when requested by the CoM.

Programme Development

8. Research, write, formulate and present any documents necessary for project development, reporting, and donor liaison purposes.

9. Support and assist in liaising with relevant authorities, United Nations agencies, non-governmental organization and other stakeholders for the purposes project conceptualization and development.

10. Act as IOM Kosovo focal point and respond to inquiries from headquarters (HQs), Regional Office and other IOM Missions when related to development of new initiatives.

11. Assist in the implementation of visibility actions related to IOM Kosovo projects and activities in close coordination with the programme managers and staff assigned to carry out public information activities for the Mission.

12. Keep accurate and pertinent records of all correspondence, project development and reporting files and administration information.

13. 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;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

**Technical**

- Effectively applies knowledge of migration issues within organizational context;
- Correctly frames migration issues within their regional, global, and political context.

**Required Qualifications and Experience**

**Education**

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

**Experience**

- Experience in the field of project development and reporting with international organization/s (UN agencies, international organizations, and international specialized NGOs);
- Demonstrated ability to advocate for and lead strategic planning and results-based management
- Demonstrated knowledge of M&E tools and methodologies;
- Knowledge of donor funding mechanisms, reporting requirements and procedures, and project implementation;
- Good knowledge of UN, IOM, international organizations, and NGO mandates and programmes in the area of migrants’ rights in humanitarian assistance, post-conflict, migration, and development;
- Direct experience in the region is a distinctive advantage.

**Languages**

Fluency in English is required. Working knowledge of other IOM official languages is an advantage.
**How to apply:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by November 18, 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 04.11.2015 to 18.11.2015

Requisition: VN 2015/115 (P) - Programme Support Officer (P2) - Pristina, Kosovo (54700939) Released
Posting: VN 2015/115 (P) - Programme Support Officer (P2) - Pristina, Kosovo (54700942) Released