



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **National Coordination Specialist
(operations and emergencies)**

Duty Station : **Yerevan, Armenia**

Classification : **General Service Staff, Grade G6**

Type of Appointment : **Short Term, at least 3 months with possibility of extension**

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

Closing Date : **December 20, 2020**

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 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 direct supervision of the IOM Armenia Head of Office and in close coordination with the relevant programme coordinators, the successful candidate will be responsible for ensuring liaison with the Government at Armenia on activities related to emergency and post crisis programming, represent IOM Armenia in various forums, ensure a monitoring of response activities and support inter-sector coordination liaison efforts at country level, in close coordination with the relevant project coordinators and focal points.

Core Functions / Responsibilities:

The successful candidate will be responsible for providing support to the Department of Emergencies activities in Armenia and will be responsible for the following:

- Assist the Head of Office in liaising with the Government to ensure regular information sharing and coordination on IOM relevant crisis response activities in country.
- Lead the overall development and implementation of emergency-related efforts and directly provide guidance to the different project coordinators engaged in relevant sectors of operations in the response.
- Act as a focal point at Yerevan level for inter-sector coordination efforts and humanitarian affairs in support to the Head of Office, supporting representations at the UN

Agencies level, ensuring coordination of feedbacks and timely support to inter-sector coordination efforts in country. This includes the preparation of advocacy notes and achievements & gaps updates.

- Coordinate the organizations of workshops, events or other meetings and support the preparation of reports from those meetings and events.
- Participate in the development of policies and strategies and resource mobilisation efforts by providing insights and analysis related to support provided to displaced and mobile populations and durable solutions in support to the Head of Office.
- Assure high-level quality of deliverables. Provide technical guidance and oversight of compliance to programme partners, technical advisers, programme staff, implementing partners and service providers.
- Coordinate and monitor the collection of relevant data related to programmatic implementation related to emergency and post crisis initiatives in country and support the development of comprehensive programmes updates, ensuring proper visibility and promotion of emergency response efforts undertaken in country.
- Coordinate the logistics required for specific projects and follow-up at Yerevan level for procurement and support needs required by field programmes and in support to the sub-offices.
- Engage in monitoring visits to ensure quality of the programme, engage with beneficiaries and proposed troubleshooting options in case of programmatic reviews.
- Any other duties that may be assigned by the Head of Office.

Required Qualifications and Experience

Education

- Preferred Master's degree in Public Health, Social Sciences or related field of study with University degree in the aforementioned field of study with two years of experience in strategic information with research and/or program monitoring and evaluation;

Experience

- Working experience in humanitarian affairs and sound knowledge of IOM programming and scope of work an advantage
- Experience working with the Government of Armenia
- Field coordination and programme implementation in crisis experience

Languages

Fluency in **English** and **Armenian** is required.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

Core Competencies – behavioural indicators *level 3*

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators *level 3*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the

country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their CV-s and cover letters to HRIOMArmenia@jom.int with subject line “National Coordination Specialist G6” by December 20, 2020 at the latest.

Only shortlisted candidates will be contacted.

Posting period:

From 11.12.2020 to 20.12.2020