



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **Programme Manager**  
Duty Station : **Yerevan, Armenia**  
Classification : **Ungraded, UG**  
Type of Appointment : **6 months with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **April 21, 2021**

*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 guidance and direct supervision of the Head of Office (HoO) at the IOM Mission in Yerevan and in close cooperation with Programme and Resource Management Units Programme Manager will be responsible for the coordination and implementation of the project tasks aiming to enhance national capacities in the field of migration governance and migrant rights protection in Armenia.

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

- Coordinate the project's implementation in a timely manner, managing its financial, administrative and technical aspects, in line with IOM's policies and procedures, as well as donor requirements,
- Monitor the progress of project's results, activities, burn-rate and risks, in order to increase effectiveness and take appropriate action and corrective measures as needed,
- Identify new programmatic areas for the Mission and contribute to the development of new projects, while using IOM project information and management application, PRIMA FOR ALL,
- Liaise with diplomatic missions, relevant Government entities, UN agencies and other stakeholders; discuss and contribute to the development of new programmes and projects, including UN joint programming,

- Prepare progress reports and contribute to the preparation of IOM inputs to UNSDCF annual results reporting other reports,
- Manage the liaison and coordination with partners to ensure the effective implementation of the project's awareness raising activities and campaigns, and ensure the coordination with the implementing partners as well as relevant state and non-state stakeholders,
- Counsel, support and train civil society organizations active in the field of human rights, migration and awareness-raising to improve and strengthen their activities,
- Liaise as appropriate with IOM Regional Office in Vienna and with other stakeholders, including media, to ensure effective communication and visibility on the projects' results and status of advancement,
- Support the preparation of the press briefing notes, news stories and images showing IOM's response work in Armenia,
- Manage the development and dissemination of multimedia, multilingual awareness raising materials including infographics, social media content, newsletters and other communications tools to showcase project's results in Armenia,
- Support the organization of the events and activities as appropriate aimed at improving knowledge of IOM and raising awareness on its work and achievements,
- Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Political Science, Social Science, Public Information or a related field from an accredited academic institution with at least two years of relevant professional experience; or
- University degree in the above fields with at least four years of relevant professional experience.

### **Experience**

- Demonstrated experience in the thematic area relevant to policy development, capacity building to nationals partners, immigration and border management
- Experience in liaising with governmental authorities, other national/international institutions and NGOs
- Experience in implementation of the EU funded projects

### **Skills**

- Advanced written and oral English communication skills
- Proven communication, organizational and interpersonal relationship skills
- Good team player, dedicated, ability to keep track of work processes requirements and act based upon
- Ability to meet deadlines and work under pressure with minimum supervision
- Knowledge or experience of regional issues an advantage

## **Languages**

Required: Fluency in English is required.

## **Required Competencies**

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

### **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

- 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

- 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@iom.int](mailto:HRIOMArmenia@iom.int) with subject line "Programme Manager UG" by April 21, 2021 at the latest.

Only shortlisted candidates will be contacted.

***Posting period:***

From 05.04.2021 to 21.04.2021.