



Open to Internal and External Candidates  
SVN 2023 /014/DJ

<b>Position</b>	:	<b>Head of Sub-Office</b>
<b>Duty Station</b>	:	Obock
<b>Classification</b>	:	General Service Staff, Grade NOC
<b>Type of Appointment</b>	:	Six months with possibility of extension
<b>Estimated Start Date</b>	:	As soon as possible
<b>Reference</b>	:	SVN 2023/014/DJ
<b>Closing date</b>	:	<b>14/08/2023</b>

Established in 1951, IOM is the leading UN 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.

**Context:**

Under the overall supervision of the Chief of Mission (CoM), and in close coordination with the Programme Managers, Programme Support Unit and Resources Management Unit, the Head of Sub Office will be responsible and accountable for overall management and administration of the IOM Sub Office, as well as for coordinating the implementation of the broad IOM programming in line with IOM policies, standards and commitments.

**Core Functions / Responsibilities:**

1. Manage the Operational, Human Resources, Administrative, Financial and Supply Chain functions of the Sub-Office and in accordance with the IOM's rules and regulations, and streamline the implementation of institutional procedures across the Sub-Office and Field Offices.
2. Lead the management, recruitment, training and capacity building of Sub-Office's staff and third-party contractors, if applicable, based on programme assessment, available budget and performance indicators.
3. Participate in meetings with Government Authorities, International Organizations, non-governmental organizations, voluntary agencies, as well as public media and Private Sector.
4. In coordination with the CoM, maintain, promote and strengthen working relationships with national, regional and local governmental authorities, international organizations and NGOs, and other stakeholders in the field of migration management.
5. Contribute to the design and development of new projects in close coordination with the CoM and other Programme Management counterparts.
6. Ensure adherence to the safety and security procedures for IOM staff, premises and assets in the Sub-Office, in coordination with the local Office of the United National Department of Safety and Security (UNDSS) and other relevant stakeholders, through regular participation in Area Security Management meetings.
7. Monitor and support the implementation and reporting of all programme activities in the area in

line with IOM standards and in accordance with the donor/grant agreements.

8. Provide regular updates to the CoM on the progress on programme implementation, achievements, challenges, cluster/sector discussions, donor liaison issues, as well as on possible opportunities for geographical, operational and thematic expansion of IOM portfolio and other opportunities that might benefit the Country Office, IOM in the Region or globally.
9. Assess and identify key gaps and operational challenges, provide technical support/ guidance for programme implementation in coordination with the CoM/ Senior Management Team to ensure the efficiency and cost-effectiveness of staff performance.
10. Ensure the visibility of IOM and the donors as established in donor agreement and as relevant to the context.
11. Perform such other duties as may be assigned.

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

- Master's degree in political or social Sciences, Humanitarian Affairs, Law, International Relations, Disaster Risk Reduction/Disaster Risk Management, or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.
- Experience in managing humanitarian, complex and post conflict emergencies at an international level.
- Experience in liaison with the government authorities, donors, national/international institutions and multi-stakeholders
- Experience in project development and reporting.
- Experience in program implementation, monitoring and evaluation; and,
- Experience working in the Region.

### **Languages**

Fluency in English and French (oral and written).

### **How to apply:**

Interested candidates are invited to submit applications (motivation letter and CV) quoting the **SVN number** indicated above by email [iomdjhrd@iom.int](mailto:iomdjhrd@iom.int)

**Only shortlisted candidates will be contacted.**