



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

- Position Title** - Senior Program Officer (Transition, Peacebuilding and Development Coordination Support)
Duty Station - Washington DC, United States
Classification - NO-D
Type of Appointment - Fixed term, one year
Estimated Start Date - As soon as possible
Reference Number - VNUS10-2022-05
Closing Date - 7 November 2022
Base Salary - \$157,017

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 work 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.

Please be advised that this is a local position and as such only US citizens and residents will be considered

Context:

Under the direct supervision of the Chief, US Programming and Policy and overall supervision of the Chief of Mission in IOM Washington, D.C. and in coordination with relevant Units and Departments at IOM Headquarters (HQ), the Senior Program Officer (Transition, Peacebuilding and Development Coordination Support) will provide operational, technical and resource mobilization support to US-funded programs that largely, although not exclusively, correspond to the programmatic areas covered by the Department of Peace and Development Coordination (DPDC).

Particular attention will be paid to providing direct support to transition, peace and development programming through effective resource mobilization, donor liaison, award compliance, policy engagement and the development of strategic partnerships. The incumbent will promote and support the coordination of resource mobilization efforts within the scope of the Unit, as well as narrative and financial reporting and reimbursement, with

pertinent agencies and departments of the United States Government, and other US-based donors, stakeholders and program partners.

Core Functions/Responsibilities:

1. Liaise with donor agencies, especially USAID, Office of Transition Initiatives (OTI) the U.S. State Department/CSO, U.S. State Department/CT-CVE, U.S. State Department/ISN/ECC (EXBS Program), U.S. State Department/Africa Bureau and others, upon request to further the development of IOM programming, to seek partnerships when appropriate with other US government departments, peace and development organizations to develop funding support.
2. Lead on resource mobilization efforts in coordination with the Chief of Mission and Chief of the US Programming and Policy within the programming objectives of the Unit through ensuring increased awareness of donor aid flows and priorities and actively positioning IOM as a strategic partner.
3. Support and supervise staff with the development, establishment and implementation of transition, peace and development programming in IOM Country Offices, with a view toward US Government planning and funding priorities.
4. Liaise with relevant IOM Chiefs of Mission, Program Managers and staff regarding US government funded transition, peace and development programming, particularly community stabilization, addressing root causes of fragility, Preventing Violent Extremism (PVE) and Disarmament, Demobilization and Reintegration (DDR) programming, collect best practices and facilitate the exchange of information between IOM Country Offices and donor counterparts.
5. Oversee the tracking of US grant and funding processes and support the development of proposals in close conjunction with IOM Country Offices and relevant service areas at HQ. Ensure effective mechanisms are in place to gather, monitor and incorporate feedback received from US counterparts on proposals, reports and programming with a view to improve quality of submissions and responsiveness to donor requirements.
6. Build strategic partnerships with US government counterparts, key national stakeholders, regional and international actors, and development partners on issues related to transition, peace and development. Engage international stakeholders, including multilateral organizations, civil society and the private sector to research, design, implement and promote innovation tools that support more effective and efficient delivery of peacebuilding programming.
7. In area of focus, support and strengthen engagement with think tanks, research institutions and academia through creating opportunities to learn, utilize comparative expertise and increase evidence-based programming.

8. Provide strategic and technical support to advance internal and external conversations around fragility, mobility and solutions. Support, as appropriate, the roll-out and increased awareness with US government counterparts of IOM approaches and tools that aim to respond to programming and policy needs relevant to the work of the Unit.
9. Represent IOM transition, peace and development programming, and the activities of the Organization within the thematic area of migration crisis management, to donors, private sector, NGOS and other relevant entities
10. Provide updates regarding the activities of the Unit with a special emphasis on IOM Country Offices implementing community stabilization programming.
11. Strategize, coordinate and implement high-profile D.C. and international events that bring together a thoughtfully curated group humanitarian professionals, donors and private sector on issues relevant to the Unit.
12. Assists in the process of updating and maintaining the USAID Handbook as part of overall program support to the general IOM community, and with special emphasis on IOM Country Offices implementing community stabilization programming.
13. Support outreach to and liaison with private contracting firms with a view to developing program funding within USAID's Indefinite Quantity Contracting mechanism; develop task order proposals in conjunction with IQC partners.
14. Keep the Chief, US Programming and Policy informed of all activities and suggest improvements to Unit functions and capabilities.
15. Provide coordination support to competitive budding processes undertaken by IOM.
16. Undertake duty travel to support the above duties. Regularly deploy to assist with development, design, delivery, and evaluation of programming covered within the scope of the position. Act as Focal Point for the USAID-funded portfolio in Guatemala including travel to Guatemala in support of events and other required duties.
17. Perform other such duties as may be assigned.

Required Qualifications and Experience:

Education

- University degree preferably in law, political science, international relations or related field with nine years of relevant professional experience; or,
- Master's degree in the above and seven years of relevant professional experience.

Experience:

- Strong donor liaison and resource mobilization experience, including effective interfacing with government officials of appropriate level on matters related to substantive migration issues and the work of IOM.
- Demonstrated familiarity with United States Government departments and agencies that fund IOM in emergency/post conflict settings.
- Proven application of knowledge on migration issues within an organizational context.
- Experience in framing migration issues within regional, global and political contexts.

Skills:

- Strong analytical writing and communication skills.
- Excellent communication and inter-personal skills.
- Ability to travel and work under tight timelines and stressful conditions.

Languages:

For this position, fluency in English is required. Fluency in French and/or Spanish is an advantage.

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 – behavioral 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 – behavioral 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.

How to apply:

Interested candidates are invited to submit a letter of interest and up-to-date curriculum vitae to iomdcvn@iom.int, **quoting reference: VNUS10-2022-05 by 7 November 2022**, at the latest. Only shortlisted candidates will be contacted.

Posting period:

From 24 October to November 7, 2022