



IOM International Organization for Migration

## SPECIAL VACANCY NOTICE

Position	: <b>National Programme Officer (RESILIENCE)</b>
Organizational Unit	: <b>Programmes (10017153)</b>
Duty Station	: <b>Majuro, Republic of the Marshall Islands</b>
IOM Classification	: <b>NO-A</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN MH 2024_003</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>24 April 2024</b>

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 is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. To the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Head of Sub-office in Majuro, Republic of the Marshall Islands and in close coordination with the Deputy Chief of Party in Pohnpei, Federated States of Micronesia (FSM), the successful candidate will be responsible and accountable for supporting the implementation of the RESILIENCE program in the enhancement of Disaster Risk Management (DRM) capacity of the FSM and the RMI. This shall be accomplished through such activities including but not limited to contingency planning, gathering information pertinent to response, trainings and workshops, prepositioning emergency relief supplies. S/he will provide technical expertise on emergency response contingency plans, post-disaster damage and other assessments, and protecting well-being of those affected by disasters.

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

1. Assist the Deputy Chief of Party in Pohnpei and the Project Officer in Majuro in project coordination with the staff, and stakeholders to ensure program activities are completed, documented, and necessary support to is provided during implementation.
2. Maintain relationships with key response partners including but not limited to RMI National Disaster Management Office and other relevant civil society organizations.
3. Monitor project progress in line with annual and quarterly implementation plans, analyze and present socio-political factors, and challenges that could impact program implementation and suggest improvement and solutions for timely implementation.

4. Coordinate with all program staff to collect and maintain program documentation as both physical and electronic files on SharePoint.
5. Collect, prepare and maintain program information required for reporting to the donor and compile information ahead of required reporting including submission of weekly and monthly project progress reports.
6. Coordinate and provide technical guidance on program reporting to project staff including up to date activity and inventory report as required.
7. Under close collaboration with the Project Officer, coordinate and implement RESILIENCE capacity building, trainings, tabletop exercises and other project activities in line with quarterly implementation plan.
8. Coordinate information and data collection to support profiling activities, preparedness and response planning.
9. Participate in relevant clusters, task force, working groups and other government lead coordination forums/meetings ensuring RESILIENCE project activities are presented and coordinated through these forums.
10. Assist in coordination at the Local and National level to develop, plan, and facilitate emergency response table-top exercises, assist to develop After Action Review Report and ensure recommendations are accompanied with improvement plan implemented following tabletop exercises.
11. Coordinate capacity building activities such as Essentials of Humanitarian Assistance (EHA) trainings, Initial Damage Assessment (IDA)/Initial Situation Overview (ISO) sensitization, Emergency First Response (EFR) trainings, and any other capacity building initiatives of the program, and provide training support including identification of the areas for enhancing government capacity.
12. Assist with the planning and implementation of community outreach events including hazard awareness and early warning initiatives as required.
13. Collaborate with RESILIENCE dedicated staff and Deputy CoP/PM to ensure the mission inventories contain appropriate stocks of pre-positioned disaster response supplies, including basic emergency NFI/shelter supplies, WASH/Hygiene supplies, including inventory analysis for replenishing stocks ensuring appropriate preparedness to any disaster events.
14. Collaborate with RESILIENCE dedicated warehouse staff to conduct regularly scheduled inventories, and inspection of the warehouse and ensure cost-efficient maintenance of warehouse and stored items in line with IOM warehouse policy.
15. Participate in emergency response and relief activities including coordination of assessments, collection of disaster impact data, identifying needs and coordination with NDMO for potential emergency response throughout RMI as required.
16. Participate in IOM planning events and training and development opportunities.
17. Strictly comply to IOM's policies and procedures including prevention of sexual exploitation and abuse and promotion of a respectful work environment.
18. Travel at the request of the supervisor and approval of the CoM.
19. Perform other duties as assigned.

**Required Qualifications, Experience and Skills:**

- Bachelor's degree preferably in political science, social science, business administration, international relations or a related field from an accredited academic institution with two years of relevant professional experience.
- Experience in warehouse management and/or logistics.
- Experience with emergency response support arrangements applicable to the FSM and/or RMI.
- Capacity building training experienced is preferred.
- Working experience gained in an international organization, embassy or NGO an advantage.

**Languages:**

Fluency in English (oral and written) is required; Working knowledge of Marshallese language is an advantage.

### **Required Competencies:**

The incumbent is expected to demonstrate the following competencies:

#### **Values:**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 2*

- 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 2\**

- 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. Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: leads with humility and shows openness to acknowledging own shortcomings.

#### **Other:**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements (if applicable), and security clearances (if applicable).

Women with the above qualifications are encouraged to apply.

#### **How to apply:**

Interested candidates are invited to submit their applications via email to [HRmicronesia@iom.int](mailto:HRmicronesia@iom.int) indicating position applied on subject line by **24 April 2024**.

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN MH 2024\_003 – National Programme Officer (RESILIENCE), Majuro.**

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

**Please note only shortlisted candidates will be contacted.**

**Posting period:**

From 16.04.2024 to 24.04.2024