



IOM International Organization for Migration

VACANCY NOTICE

Position	: Programme Assistant (DRR)
Organizational Unit	: Programmes (10017153)
Duty Station	: Kosrae, Federated States of Micronesia
IOM Classification	: G-4
Type of Appointment	: One Year Fixed Term, with possibility of extension
SVN No.	: VN FM 2023_002
Estimated Start Date	: As soon as possible
Closing Date	: 20 October 2023

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, in close coordination with the Project Officer for the Inclusive Mitigation and Preparedness in Action (IMPACT) project in Pohnpei, Federated States of Micronesia, and under the direct supervision of the Senior Programme Assistant in Kosrae, FSM, the successful candidate will assist in implementing programme activities, coordinating with local stakeholders, developing programme Information, Education and Communication (IEC) materials tailored to the local context, facilitating community events and trainings, and overseeing community mitigation projects in the areas of food security, WASH, and emergency shelters. 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 Project Officer in the coordination, implementation, monitoring, and timely reporting of programme activities and deliverables to ensure smooth project implementation and close adherence to the programme's workplan.
2. Assist to plan, organize, and conduct, community outreach, including meetings, workshops, trainings, and/or focus group discussions to build climate change adaptation capacity, including on water and food security, and evacuation shelters.
3. Follow-up the correct and timely completion of required administrative forms by programme assistants in a timely manner in order to facilitate the implementation of program activities in accordance with the programme's workplan.
4. Collect and verify the completion and authenticity of documents, data, and other inputs, to the extent possible. Documentation may include but it is not limited to attendance sheets, photo documentation, logbooks, etc.
5. Support mapping activities and input information into appropriate software as well as assist with the planning and implementation of community outreach events as required.

6. Verify the appropriate branding of key products and events with IOM and donor logos in order to increase awareness of programs implemented by IOM and funded by the donor.
7. Monitor hazards and provide support for potential emergency response activities under the guidance of the Programme Manager and assist as necessary.
8. Maintain program information required for reporting to the donor, compile and prepare project activity report through weekly, monthly and other ad-hoc reports.
9. Strictly adhere to IOM's policies and procedures including prevention of sexual exploitation and abuse and promotion of a respectful work environment.
10. Travel as necessary in order to participate in monitoring visits and for training purposes at the request and approval of the Programme Coordinator and the Chief of Mission.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience:

- Bachelor's degree in communication, liberal arts, public administration/policy, public health or crisis management, or a related field from an academic institution with two years of relevant professional experience; or
- High school diploma with four years of relevant professional experience.
- Experience in the field of climate change adaptation (CCA) or disaster risk reduction (DRR) is preferred.
- Experience implementing small-scale construction projects, and / or experience in construction-trades is preferred.
- Experience in water security, food security and strengthening evacuation shelters is preferred.
- Experience with Geographic Information Systems (GIS) is advantageous.
- Experience leading group and community-level discussions is preferred.

Skills:

- Ability to multi-task and meet project deadlines.
- Ability to communicate clearly and in public, as well as strong intrapersonal skills.
- Basic proficiency with MS Office and/or other commonly used office applications.
- Construction-trade skills such as basic carpentry or plumbing are advantageous.
- Ability to effectively facilitate meetings, trainings, and community activities.
- Knowledge of traditional customs.

Languages:

Fluency in English (oral and written); Working knowledge of any FSM language (Kosraen) 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 1

- 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.

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 indicating position applied on subject line by **Friday, 20 October 2023**.

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 **VN FM 2023_002 – Programme Assistant (DRR), Kosrae**.

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 05.10.2023 to 20.10.2023