



## GENERIC POST DESCRIPTION

### SECTION 1

#### Position Information

Position Title	<b>Senior Programme Assistant</b>
Position Grade	G7
Duty Station	Freetown, Sierra Leone
Position Number	
Job Family	Programmes
Organizational Unit	10005639
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Freetown, Sierra Leone
Position rated on	
Reports directly to	Head of Office a.i.
Number of Direct Reports	N/A

### SECTION 2

#### Organizational Context and Scope

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programs.

Under the general supervision of the Head of Office, the direct supervision of Head of Office a.i, the Senior Programmes Assistant is responsible for undertaking movements activities, with the following duties and responsibilities:

## SECTION 3

### Responsibilities and Accountabilities

1. Independently lead and coordinate the implementation of the project; monitor implementation of the activities to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field.
2. Regularly research, follow-up, compile, analyse and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget expenditures; verify availability of funds and maintain a proper record of approved project budgets and their revisions.
4. Coordinate and monitor the financial, administrative and technical aspects of the project in line with IOM policies and donor requirements.
5. Plan, coordinate and conduct capacity building workshops for relevant internal and external parties.
6. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project
7. Coordinate the preparation of correspondence, briefing notes, presentations, narrative and financial reports; ensure status reports are prepared and submitted in a timely manner.
8. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects.
9. Supervise and provide guidance and training to reporting staff
10. Perform other related duties as required.

## SECTION 4

### Required Qualifications and Experience

#### EDUCATION

- Bachelor's degree in political or social sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with five years of relevant professional experience.

## EXPERIENCE

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

## SKILLS

- Attention to details, Strong computer skills - Word, Excel and Internet, Time Management skills, Problem-solving skills, and Interpersonal Skills.

## SECTION 5

### Languages

#### REQUIRED

Fluency in English is required (oral and written).

#### DESIRABLE

Working knowledge of English and Krio

## SECTION 6

### Competencies

The incumbent is expected to demonstrate the following values and competencies: **VALUES** - All

IOM staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

### 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.

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**Managing and sharing knowledge:** Continuously seeks to learn, share knowledge and innovate.

Competencies and respective levels should be drawn from the Competency framework of the Organization.

**Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

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**How to Apply:** Interested candidates are invited to submit their applications to [iom-recruitment-sl@iom.int](mailto:iom-recruitment-sl@iom.int) with the subject line, "VN SL 2024 \_005 – Senior Programmes Assistant with the following attachment in PDF; (i) Cover Letter , (ii) Curriculum Vitae, (iii) Education and Work Experiences, (iv) Three Reference Contacts. The deadline of submission is **Wednesday, 24<sup>th</sup> July 2024.**

IOM only accepts duly completed applications submitted to the email address. Only shortlisted candidates will be contacted by IOM.

**No Fees:** IOM does not charge a fee at any stage of its recruitment process (application,

interview, processing, training or other fee). IOM does not request any information related to bank accounts. IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. Internal and external candidates are eligible to apply for this vacancy. For this vacancy, internal candidates are considered as first-tier candidates. 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, accreditation, any residency or visa requirements, and security clearances.

## SECTION 7

### Signatures

1 <sup>st</sup> Level Supervisor	Date
	<a href="#">Click here to enter a date.</a>
2 <sup>nd</sup> Level Supervisor	Date
	<a href="#">Click here to enter a date.</a>