



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Project Officer**
Duty Station : **Tshikapa, Congo, Democratic Republic of the**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **21 April 2022**

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. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Cuba; Curaçao; Fiji; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Libya; Madagascar; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Under the overall supervision of the Chief of Mission (COM) in Kinshasa and the direct supervision of the Head, Recovery and Transition Unit in Kinshasa, the Project Officer will be responsible for providing support to the implementation, monitoring and development of the projects related to the stabilization and Border Management projects in Democratic Republic of the Congo Country Office (DRC CO) and will support and coordinate the project related community stabilization activities in border communities through durable solutions for mixed migration flows and effective border management between Angola and the DRC.

Core Functions / Responsibilities:

1. Monitor, coordinate and implement all project activities related to the Tshikapa Sub- Office (SO) by ensuring appropriate compliance with IOM administrative policies and donor requirements.
2. Provide technical advice, analysis and input to the Programme Manager, COM and relevant stakeholders on issues that may arise during the project implementation.
3. Manage aspects of the projects in Tshikapa SO, in line with IOM and donor requirements, specifically:
 - A. organize training and other capacity building activities;
 - B. maintain an overview of construction projects;
 - C. provide support to civilian authorities and civil society in local security management;
 - D. ensure regular monitoring and evaluation of activities, in coordination with the relevant implementing partners, donors, the local civilian authority and the Congolese National Police (PNC).
4. Supervise and coordinate the work of all project staff related to operations/logistics, procurement, capacity building and trainings, research, analysis and monitoring and evaluation activities
5. Contribute to the management of financial/budgetary planning, exercise quality control overall procedures and documents, and ensure proper follow-up, as necessary.
6. Track and coordinate timely submission of reporting on projects, including ad hoc, monthly, interim, quarterly, annual, and end-of-project reports. Meet the CO's and the donor's reporting requirements by providing specific data, analysis, and financial reports.
7. Liaise and act as Focal Point with relevant interlocutors in order to ensure efficient project implementation, thus facilitating information exchange and project cooperation, as well as promoting IOM- implemented initiatives. Accord specific attention to law enforcement and security management institutions and other donors working in the realm of security sector reform in the area of responsibility.
8. Facilitate the development of reports, presentations, talking points and briefings on project activities.
- 9., Participate in the relevant conferences, workshops, trainings, and seminars, and make presentations on assigned topics and activities, according to the area of responsibility.
10. Contribute to the timely recruitment of staff and the preparation of budgets for the projects in the area of responsibility. Closely monitor staff performance and progress and facilitate and encourage mainstreaming of gender according to IOM procedures and regulations.
11. Contribute to the project development efforts for the continuation of existing projects, as well as new projects in the related field.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Sciences, International Relations, Humanitarian Management, Law, or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

Experience

- Experience with project implementation, administration, and government relations;
- Experience in technical advisory, mentoring, coaching, and coordination is an advantage;
- Experience providing support to national efforts in the area of security sector reform, law enforcement training/capacity building, operations, public security, security sector management is desired; and,
- Experience in writing training plans, statements of works, standard operating procedures, and detailed instructions.

Skills

- Knowledge of the broad range of migration related subject areas dealt with by the Organization, including stabilization process;
- Demonstrated knowledge of Border Management process, Rules of law and security governance;
- Knowledge of UN and bilateral donor programming;
- Knowledge of IOM financial rules and regulations; and,
- Ability to comfortably speak in public; ability to prepare and provide briefings in English and French.

Languages

IOM's official languages are English, French, and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese).

For all applicants, fluency in English and French is required (oral and written).

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 – 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.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

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

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 21 April 2022 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 08.04.2022 to 21.04.2022

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.

Requisition: SVN 2022 106 Project Officer (P2) Tshikapa, Democratic Republic of Congo (57517520)

Released

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