



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	: National Programme Officer (Migration Management/IBG)
Organizational Unit	: Migration Management Division
Duty Station	: Baghdad - Iraq
Classification	: National Officer Category, NOA
Type of Appointment	: One Year Fixed Term Contract
Duration of Appointment	: One Year with possibility of Extension
Closing Date	: 9 th of July 2024
Reference Code	: VN2024/IRQ/161

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. Applications from qualified female candidates are especially encouraged as well as the 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.

Context:

Under the overall supervision of the Deputy Chief of Mission (DCOM) and the direct guidance and supervision of the Head of Migration Management Division, in close cooperation with the National Programme Officer (Migration Governance) and in close coordination with RO and HQ relevant technical focal points , the incumbent will be responsible for supporting and assisting the achievement of the objectives and results of MMD/IBG projects as well as day to day coordination of the implementation of the activities under MMD/IBG programmes.

Core Functions / Responsibilities:

1. In close coordination with the Head of Migration management Division , assist in coordinating the overall implementation of MMD/IBG/ Security Governance/Legal Identity and MIDAS projects in Iraq, including its financial, administrative, and technical implementation, in compliance with IOM policies and standards, as well as donor requirements.
2. Coordinate daily work and functions of the IOM MMD IBG programme implementation team – assistants and junior assistants; coordinate activities of consultants performing specific tasks in the framework of the programme.
3. Assist in the monitoring of budget expenditures of the projects.
4. Actively participate in M/E process in the framework of the projects.
5. Provide technical support to the implementation of Integrated Border Management’s projects in close coordination with the Head of Migration Management Division and per GOI Migration Management priorities.
6. Assist in providing technical assistance to the Government of Iraq to facilitate alignment of immigration and border management activities.

7. Work closely with the Head of Migration management Division, RO and HQ (where needed) to support the preparation of new projects and initiatives by drafting concept notes.
8. Assist in coordinating project activities and communications with governmental counterparts relevant to the Migration Management portfolio, including, but not limited to, the Ministry of Interior, the Border Point Commission, Ministry of Migration and Displacement, as well as other relevant stakeholders (UN agencies, donors, academia etc);and support the Head of Migration Management Division contacting relevant Ministries, Departments and Agencies of the Government of Iraq
9. In close collaboration with the Head of Migration Management Division , provide operational and technical support to the implementation of MMD's capacity building activities with focus, but not limited to, the Technical Cooperation portfolio including Integrated Border Management/Humanitarian Border Management/legal Identity/Trafficking and Smuggling, others ;
10. Organize trainings, workshops and relevant project activities as needed.
11. Actively participate in reporting (inception;periodic progress etc) in the framework of the projects; Develop and monitor budget spending and work plans for IBG projects, in coordination with the relevant administrative and operational staff.
12. Facilitate an effective flow of information from the field to support programme development, programme's monitoring and evaluation, and response to the Analysis and Information Management Section (AIM);
13. In close coordination with AIM, draft and provide inputs to communication and visibility materials and the implementation of the programme communication policy in all the implementing geographical areas, in accordance with instructions received from the Unit Management Staff and IOM standards.
14. Conduct field visits to project sites as needed to ensure that activities are being completed in line with agreed standards.
15. Provide remote and onsite MIDAS technical support to the government.
16. Prepare and deliver MIDAS Installation, MIDAS Administration and MIDAS User trainings for the relevant government entities.
17. Support the supervisor in the preparation of plans for MIDAS implementation.
18. Under the direct supervision of MIDAS HQ provide MIDAS support including training, installation, and consultation remotely and onsite for MENA region and Africa.
19. Contribute to the drafting of project proposals that contain MIDAS components, including budget calculation and verification.
20. Perform such other duties as may be assigned

Qualifications.

Education

- Master's degree in Law, Political or Social Sciences, Humanities, International Relations , Computer Engineering/ICT or a related field from an accredited academic institution or
- University degree from an accredited academic institution, with minimum 2 years of relevant professional experiences as above.

Experience

- Experience in planning, scheduling, resource allocation, and risk management
- Experience in software development, database management, technologies for technical implementation and support of MIDSA system.
- budget monitoring and expenditures, develop work plans to manage the financial aspects of projects.
- Ability to provide technical assistance and communicate effectively with government entities to align activities with immigration and border management.
- Active participation in reporting and the ability to draft and provide inputs to communication and visibility materials.
- Conducting field visits and providing remote and onsite technical support, including MIDAS installation and maintenance
- Having a foundational understanding of infrastructure, networking, and core services related to migration management is crucial.
- Good computer skills (Word and Excel is a minimum requirement);
- Ability to work independently or with minimal supervision
- Possesses managerial skills (planning, organization and reporting)
- Good communication skills
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- Ability to handle confidential matters
- Ability to meet deadlines and work under pressure
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook
- Personal commitment, efficiency, flexibility, and initiative to achieve results
- Experience in the field of administration and programme support
- Works effectively in high-pressure, rapidly changing environments

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.
- Knowledge of International Public Sector Accounting Standards (IPSAS)

Languages

- English and Arabic are required.
- Any other language 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 – behavioural indicators *level 2*

Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

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

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse
IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

Others

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 and verification of residency, visa, and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment 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.

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/VN2022IRQ161>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 25.06.2024 to 09.07.2024