



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **National Movements and Migrant Assistances Officer**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2018-35-EXT**
Classification : **National Officer, Grade NO-B**
Type of Appointment : **One Year Fixed Term Contract**
Estimated Start Date : **January 2019**
Closing Date : **13 November 2018**

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.

Context:

Under the direct supervision of the Chief of Mission (CoM) and in close coordination with the Policy and Project Support Unit (PPSU) and Resources Management Unit (RMU) of IOM Germany, and with relevant units in the Regional Office in Brussels and Headquarters (HQ), the National Movements and Migrant Assistances Officer is responsible and accountable for the management of all operational and project activities of the Movements and Migrant Assistances Unit in Germany.

Core Functions / Responsibilities:

- Plans and coordinates project activities with respective project staff in a timely manner and within budget and donor requirements;
- Ensures continuous review of projects' implementation strategies and suggests corrective measures and actions;
- Provides regular updates on the implementation of the projects to the CoM, donors and partners;
- In coordination with the RMU and PPSU, oversees preparation, reviews and elaborates reports to be submitted to donors;
- Monitors and analyses project progress, recommends appropriate action and liaises with donors;
- Reviews grant letters for projects and in coordination with CoM and RMU negotiates necessary amendments within IOM and with donors;
- Ensuring that donor requirements are met.

- Establishes and maintains strong collaborative partnerships with all relevant government entities, implementing partners and stakeholders;
- Advises the CoM on developments and new trends and policies in the field of migration in Germany and the European Economic Area (EEA) Region. Identifies potential programme activities and projects;
- In coordination with PPSU, monitors and evaluates existing IOM Germany projects in order to plan continued activities in the existing areas;
- Represents IOM in meetings and working groups with local, national and international partners in order to ensure proper and effective project implementation, explore opportunities of developing new projects, promote IOM activities, expertise and capacity and ensure the visibility of IOM's objectives, activities and image;
- Provides input to the CoM for the preparation of strategy papers, briefing materials for high-level meetings and IOM/ Germany consultations and IOM policy papers relating to project management/ development;
- Supervise and administer staff members; plan and approve absences of staff, evaluate the staff/team performance, manage financial resources of the team and coordinate resource deployment;
- Perform any other duties as may be assigned by the CoM.

Required Qualifications and Experience

Education

University degree in Political or Social Sciences, Migration Studies, International Relations and/or Law, or related field from an accredited academic institution, with minimum four years of relevant professional experience, preferably in similar roles;

Experience

- Knowledge of EU policy, structures and European best practices in migration management and in successfully managing EU-funded projects;
- Experience in migration management policy (specifically return and reintegration, integration and/or trafficking in human beings);
- Knowledge of IOM/UN project management cycle is an advantage;
- Proven expertise in liaising with partners and donors, including diaspora organizations, private sector and local authorities;
- Strong organisational skills;
- Excellent drafting and reporting skills; and,
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

Languages

Excellent knowledge of spoken and written German and English. Knowledge of other official IOM language is an advantage.

Required 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.
- 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 and 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.

Other

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.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Germany card will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application including a cover letter not exceeding more than one page, CV and relevant certificates and references by email to HRDGermany@iom.int. Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 23 October 2018 to 13 November 2018

Contact

International Organization for Migration / Germany

Human Resources

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