



SVN 2023-05

Open to Internal and External Candidates

Position Title : **Senior Migrant Protection and Assistance Specialist**
Duty Station : **Brussels, Belgium (Country Office)**
Classification : **General Service Staff, Grade G7**
Type of Appointment : **Special Short Term - until 31 August 2023, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **22 February 2023**

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 environment. 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 direct supervision of the Migrant Protection and Assistance Officer as Head of Unit, the overall supervision of the Chief of Mission for IOM Belgium and Luxembourg, and in coordination with the relevant units at Headquarters, Regional Office and the Administrative Centres, the successful candidate will support the coordination of the day-to-day activities of the Migrant Protection and Assistance team, including identification and development of new areas of intervention to enhance the Country Office's assistance of vulnerable migrants.

Core Functions / Responsibilities:

1. Assist the Head of Unit (HoU) in managing and coordinating the project portfolio of the Migrant Protection and Assistance (MPA) Unit;
2. Analyse migration trends and upcoming issues of relevance, donor priorities and funding opportunities, and contribute to the conceptualization of IOM's programmes aligned with the strategic objectives of the Country Office;

3. Coordinate the drafting of project proposals and concept notes in coordination with the HoU and in line with IOM's policies, procedures, and systems, including Project Information and Management Application (PRIMA), and assist the HoU in resource mobilization efforts;
4. In close collaboration with the HoU, Resource Management Officer (RMO) and project staff, facilitate compliance with IOM monitoring requirements, including M&E tools, for gathering and utilizing quality data in reporting on performance and results of programme/projects;
5. Based on feedback received from migrants served as well as from the M&E exercises conducted, make recommendations to the Head of Unit on possible operational and strategic enhancements that could strengthen IOM's support to migrants and partners;
6. Develop information management and visibility updates for the different programmes targeting internal audience, donors, and external stakeholders;
7. Develop, update, and maintain procedures and processes at unit level, developing internal context specific Standard Operating Procedures (SOP's) that are aligned with global standards and internal IOM policies and procedures;
8. Undertake duty travels and participate in meetings and/or events in support of project deliverables, enhancing stakeholder management;
9. Support and provide advice to the Head of Unit in developing operational partnerships with relevant governmental, civil society and donor partners in coordination with relevant teams;
10. Serve as Officer in Charge for the Migrant Protection and Assistance Unit in the absence of the Head of Unit;
11. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- **Master's degree** in International Relations, Law, Social, Political or Economic Sciences, Social Work, Migration or Development Studies or a related field from an accredited academic institution **with two years of relevant professional experience**;
- or
- **Bachelor's degree** in International Relations, law, social, political or economic sciences **with four years of relevant professional experience**.

Experience and skills

- Experience in the coordination of a protection, operations, and/or migrant assistance portfolio for an international organization;
- Experience in maintaining strong partnerships with government institutions, civil society, and donors;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;

- Demonstrated proficiency in the use of Office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis;
- Specific training in project development and/or project cycle management an asset;
- Knowledge of IOM's financial rules and regulations is an asset;
- Specific training in protection of vulnerable migrants an asset;
- Strong drafting, writing, and reporting skills.

Languages

Fluency in English, French and Dutch is required.

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 & 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.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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

How to apply:

Interested candidates are invited to submit their applications to IOMBrusselsApplications@iom.int by **22 February 2023 at 23:59** (CET - Brussels time), referring to this advertisement in the subject line (*SVN 2023-05 Senior MPA Specialist G7*):

- a) CV
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (page 5)

In order for an application to be considered valid, IOM only accepts applications duly completed.

IOM reserves the right to contact shortlisted candidates only.

Posting period:

From 08.02.2023 to 22.02.2023



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

SVN 2023-05 Senior MPA Specialist G7, CO Belgium

Education

Do you have:

Master's degree in International Relations, Law, Social, Political or Economic Sciences, Social Work, Migration or Development Studies or a related field from an accredited academic institution **and two years of relevant professional experience;**

yes no

Bachelor's degree in International Relations, law, social, political or economic sciences **and four years of relevant professional experience**

yes no

Languages

English (fluency)

yes no

French (fluency)

yes no

Dutch (fluency)

yes no

Professional Work Experience

Experience in the coordination of a protection, operations, and/or migrant assistance portfolio for an international organization

yes no

Experience in partnering with government institutions, civil society, and donors

yes no

Other

Are you currently holding a valid residence and work permit for Belgium?
(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)

yes no

Date:

Name:

Signature: