



VN 2023-04

Open to Internal and External Candidates

Position Title : **National Migrant Protection and Assistance Officer**
Duty Station : **Brussels, Belgium (Country Office)**
Classification : **National Officer, NO-B**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **1 March 2023**

Closing Date : **1 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 overall supervision of the Chief of Mission (CoM) and in collaboration with relevant units at Headquarters, Regional Office and the Administrative Centres, the successful candidate will be responsible and accountable for managing the Migrant Protection and Assistance (MPA) Unit and will serve as the responsible manager for the Resettlement and Movement Management (RMM) team, the Assisted Voluntary Return and Reintegration (AVRR) team and will act as focal point for the Protection (PxD) and Immigration & Border Governance (IBG) activities of the Country Office for Belgium and Luxembourg.

Core Functions / Responsibilities:

1. Manage, coordinate and monitor all projects and activities of the MPA Unit, in close coordination with the Chief of Mission (CoM) and the Resource Management Officer (RMO), ensuring compliance of all projects implemented by the Unit with IOM and donor regulations, policies and obligations as indicated in the funding agreements, internal guidance notes, policies and instructions, project documents, work plans and budgets;

2. Supervise the work of the staff, including distribution and review of work assignments, trainings, coordinate with the Human Resources Unit on recruitment, including development of Post Descriptions, and conduct staff performance reviews;
3. Make strategic recommendations and provide advice to the CoM to support with the development of strategies/policies/guidance notes, set up meetings with external partners, and prepare speeches/talking points; Act as expert on PxD, AVRR, RMM and IBG activities;
4. Maintain strong partnerships and liaison with relevant government entities, civil society and donors, in particular the Federal Agency for the Reception of Asylum Seekers (Fedasil), Immigration Office (IO), the Office of the Commissioner General for Refugees and Stateless Persons (CGRS), partner organizations, and other relevant stakeholders and donors;
5. Develop implementation strategies and work plans to ensure timely implementation and achievement of projects' goals, backstopping all financial, administrative and technical aspects, in line with IOM's policies and procedures, as well as donor requirements;
6. Identify and pursue funding opportunities and coordinate with donors;
7. Contribute to the review and drafting of project proposals and project development, including identifying partners and ensuring compliance with the requirements of the call for proposals or tender, as well as with internal IOM rules and procedures;
8. Track and analyse legislative decisions that affect the thematic areas of the portfolio, different projects components and activities;
9. Monitor Belgian and European priorities, trends, policies and programmes in the field of migration, and make adapted policy and programmatic recommendations to the CoM;
10. Manage the movement aspects of programmes handled by the Mission; monitor and evaluate the entire operations business process and identify areas of improvement. In coordination, and with the support of RMM, negotiate new local agreements with airline companies, ground transportation providers and travel agencies as and when necessary;
11. Contribute to the preparation of the Country Office yearly plan and strategy, including the budget and staffing arrangements for the CoM;
12. In coordination with the CoM, represent the CO, promoting IOM activities at government, donor and other events as required;
13. Undertake duty travels as needed to support programme implementation, government liaison and stakeholder engagement;
14. Perform other relevant duties as may be assigned by the supervisor.

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 the above fields with four years of relevant professional experience.

Experience

- Experience in the management of a protection, operations, and/or migrant assistance portfolio for an international organization;
- Experience in maintaining strong partnerships with government institutions, civil society, airline companies, 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;
- Knowledge of IOM's financial rules and regulations is an asset;
- Specific training in travel systems is an asset;
- Specific training in protection of vulnerable migrants is an asset;
- Strong drafting, writing, and reporting skills.

Languages

Fluency in English, French and Dutch is required. Any other language is an asset.

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 with the below documents to IOMBrusselsApplications@iom.int by **1 February 2023 23:59 (CET – Brussels time)** at the latest, referring to this advertisement in the subject line (*VN 2023-04 National Migrant Protection and Assistance Officer*):

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

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 18.01.2023 to 01.02.2023



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium
VN 2023-04 National Migrant Protection and Assistance Officer NOB, CO Belgium

Education

Do you have one of the following combinations of education and years of experience?:

- 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;

yes no

- Bachelor's degree in the above fields with four years of relevant professional experience

yes no

Languages

Are you fluent in English, French and Dutch (all 3)?

yes no

Professional Work Experience

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

yes no

- Experience in maintaining partnerships with government institutions, civil society, airline companies, and donors?

yes no

Other

Are you currently holding a valid residence and work permit for Belgium?

yes no

Date:

Name:

Signature: