

1.3 JPO - Programme Support Officer (Partnerships, Liaison and Project Development) – Djibouti City, Djibouti

Act as the thematic resource person by providing support, capacity building, training, and direct support to strategic partnerships, networking, donor liaison, private sector engagement, programme development and planning. Support programme coordination and partnership development with private sector, donors and partners; Support the Head of Programmes and the Chief of Mission in identifying and building programme activities for the future development of the Country Office portfolio, including preliminary research, narrative writing, budget planning, ensuring project compliance with IOM standards and donor requirements; Support planning, coordinating and implementing cross-cutting project activities, including field assessments, monitoring and evaluation (M&E), in line with the project objectives and donor requirements, particularly in the areas of Protection (PXD), Labour Mobility and Human Development (LHD), Immigration and Border Governance (IBG), as well as risk assessments and monitoring; Contribute to building the capacities of concerned IOM staff in various thematic areas through a combination of on-the-job mentoring, provision of specific technical guidance, and formal trainings; Support and deliver quality thematic training/workshops to government and civil society as required; Maintain strong contacts with the Resident Coordinator's Office (RCO) to help respond to different requests and coordinate with counterparts in other UN Agencies; Participate actively in conferences, workshops and meetings related to the thematic areas of expertise as required.

1.4 JPO – Project Development and Reporting Officer – Cairo, Egypt

Provide technical support to the Chief of Mission and the Head, Project Coordination in the implementation of the UN Sustainable Development Framework (UNSDF) 2022-2027; Contribute to providing inputs to the UNSDF working and results groups; Provide technical support to various work related to the Sustainable Development Goals (SDGs), both at the policy and implementation level; Support the Chief of Mission and the Head, Project Coordination in IOM's contribution to the Global Compact on Migration (GCM) in building on the already conducted national consultation process and beyond; Contribute to the design and development of new projects in line with Egypt Country Office Strategy in close coordination with the relevant IOM units, using data analysis and illustrating strategic trends and their implications; Provide technical support to the relevant/assigned Programme Managers in planning, organizing, developing and monitoring projects including but not limited to initiatives that promote IOM's image and activities in Egypt and in the Region; Produce analysis of programme data and identify methods to use the results for services and programme improvement; work together with sectoral and programme partners to gather and analyse data for periodic project review(s) and internal evaluation(s); Share findings and recommendations of project reviews with relevant Programme Managers; check that related recommendations are taken into account for the continued implementation of the programme and future project development; Collect, compile and analyse overall information on IOM's role and presence in Egypt including activities, initiatives, programmes/ projects and achievements; Draft background information documents, notes and presentations on various topics of relevance to Egypt Country Office as required; Check the finalization of documents or regular reports including but not limited to quarterly progress reports, situation reports, briefing and background information required by IOM, donors, Government and other entities in coordination with the relevant programme team(s); Stay up to date regarding assessments and reports produced by other agencies and organizations and check that the relevant and important information is incorporated in Egypt Country Office reports and future strategies; Coordinate with the Information Management Unit/Focal

Points for tracking and reporting of programme activities; Coordinate with established institutions (including government, donors, UNCT and other partners within the country) and with colleagues at RO and HQ level for project development and reporting; Participate in different Inter-Agency fora in order to contribute to the reporting on activities, identify opportunities for project development and support the coordination of IOM's work with other partners in close coordination with the Head, Project Coordination; Support where necessary, all aspects of the team's work.

1.5 JPO – Project Officer (Migration, Climate Change and Disaster Risk Reduction) – Cairo, Egypt

Draft thematic and analytical papers on the impact and vulnerabilities to main slow- and sudden-onset hazards and disasters in the Region and support contextual analysis at regional and country levels to strengthen the evidence-base for, and design of, disaster risk reduction programmes; Engage with regional and national stakeholders and contribute to regional and national policy processes around environmental migration and disaster displacement to share relevant information, input the IOM perspective, and represent the Organization; Support the preparation of talking points related to DRR and DRR-CCA convergence for the Senior Management for their bilateral meetings or representation at relevant regional and international fora in coordination with the MECC RTS and the Regional EPC Officer; Support the preparation and roll out of trainings and capacity-building exercises in the region related to DRR and DRR-CCA convergence as part of IOM's capacity-building efforts; Coordinate internally and provide IOM's consolidated technical inputs to RAR, including the drafting of relevant chapters Participate in regular meetings of the Editorial Committee of RAR and actively promote a human mobility lens across the different chapters of the RAR; Support the identification of emerging issues related to CCA-DRR convergence relevant to IOM and contribute to the development of regional / multi-country proposals in coordination with the MECC RTS and the Regional EPC Officer; Participate in relevant meetings with partners and stakeholders, including inter-agency meetings. Support thematic preparation of senior colleagues' participation in the relevant fora and events including the drafting of talking points.

1.6 JPO – Project Development and Donor Relations Officer – Asmara, Eritrea

Assess potential programme/funding opportunities, draft project proposals and concept notes in the areas of interest to the IOM Eritrea Country Office, compile and review project reports, fact sheets and other documents in coordination with relevant programme units; Conduct desk research and prepare background information to support programme and project proposals, draft donor profiles and develop an extensive contact list of all relevant stakeholders to ensure a positive outreach, develop guidance notes on donor priorities; assist in developing approaches to expand the IOM donor base, including research and mapping of funding trends; Maintain strong and regular contact with donors and private sector entities in Eritrea and the region to mobilize resources for IOM's humanitarian and development portfolios under the guidance of senior management; Provide inputs and regularly update and share tools that allow the Country Office to keep track and speed up project development, endorsement, project code issuance etc. in close coordination with Regional Office (RO) and relevant units of HQs; Assist the Programme Managers (PM) in maintaining continuous liaison with donors, project partners, other IOM missions, RO and Headquarters (HQ) to facilitate a coordinated approach to project implementation, identify synergies with IOM's programmes and make recommendations on donor/partner engagement; Review migration trends in the country and region and prepare briefing notes as requested; Provide support in coordinating and publishing communication and visibility materials including press releases, briefing notes, situation reports, brochures, monitoring and evaluation reports, updating the mission's website content, targeted fundraising products, among others; In collaboration with Headquarters/ Donor Relations Division and other relevant Units carry out extensive prospecting and due diligence screenings of potential private sector partners for Eritrea programmes; Organize seminars, donor outreach events, donor briefings, field visits, and presentations for stakeholders