

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

in the Country; Undertake field travel related to programme assessment, liaison with counterparts and donor capital visits, as required.

### **1.7 JPO – Local Development and Youth Employment Officer – Conakry, Guinea**

Provide support in the development and roll-out of local development and youth employment, integrating the migration and labour mobility dimensions in the local and regional context; Contribute to the management and follow-up of ongoing and upcoming projects in social cohesion and human development; Contribute to the design and the development of new projects/programs in close coordination with relevant colleagues; Provide support to reports writing, systematize thematic inputs, produce in-depth analysis, as required; Participate in the preparation and facilitation trainings and field visits; Assist the IOM Guinea team in promoting human development-related initiatives and ensuring donor/stakeholders visibility through drafting/reviewing press releases, newsletters, briefing notes, etc; Support liaison efforts within IOM, and with governmental and non-governmental stakeholders, donors, UN agencies in Guinea.

### **1.8 JPO – Project Support Officer – Monrovia, Liberia**

Provide support in development of project proposals and collection of requested documentation for submission to donors, according to IOM project development handbook; Support the Program Support Officer to maintain strong and regular liaison with relevant Government counterparts, UN Agencies, other inter-governmental organizations and non-governmental organizations; Support the Country Office's strategy and its alignment with the relevant strategies and frameworks such as the Global Compact for Migration, the UN Sustainable Development Goals and IOM's Strategic Framework; Participate in monitoring, evaluating and reporting on Project performance as defined by set indicators, success criteria, targets and milestones; Draft Project Reports, drafting and revision of project evaluation reports and other reports produced within the Country Office in coordination with the programme Support Officer; Facilitate the implementation of data collection and management system for projects to gather qualitative and quantitative information relevant to project implementation; Participate on field missions on project monitoring and evaluation and prepares field reports.