

necessary), Protection Working Group, Protection Cluster, gender theme group, and relevant sub-clusters, other migration-related UN coordination mechanisms, as well as participating in relevant regional or global meetings/fora; Support the development of partnerships on migrant protection, including synergizing with other programming areas, with a actors. In particular, lead on partnership development with civil society, including assessing and coordinating provision of technical support and capacity building; Support the Monitoring, Evaluation, Accountability and Learning (MEAL) functions and activities of the Migrant Protection Unit in line with donor and institutional requirements, including ongoing monitoring of workplan implementation and budget expenditures; Support initiatives to provide technical and operational guidance to partner organisations and field staff, including the development of training materials, guidelines and project monitoring and set-up; Consolidate and document approaches to programming, and document the lessons learned that can be applied in the implementation of upcoming activities.

### **3.4 JPO – Partnerships Officer (Migration Policy) – Port Moresby, Papua New Guinea**

Assist governmental and non-governmental partners, as well as private sector, and provide technical support the CO on partner priorities, preferences and regional synergies in the field of migration; Contribute to the strengthening of partnerships with the UN, Civil Society Organizations and other migration stakeholders, as, through participation to the regular meetings and strategic joint initiatives; Provide support to the CO on the UN partnership in the context of the UN reforms, UN Sustainable Development Cooperation Frameworks (UNSDCF) related mechanisms among others, in coordination with the CoM and RTSs; Assist in the identification and addressing of migration policy issues for the country and provide technical support to the CoM on national and regional trends, policies and legislative frameworks in the field of migration; Contribute to the development and implementation/roll out of the IOM's Strategic Vision, implementation of the GCM and related UN Network on Migration activities and other actions in coordination with the Policy Hub in Headquarters; Contribute to the development of the country strategies aligned with the IOM Pacific Strategy, IOM Regional Strategy and IOM Strategic Vision and migration policy development in close collaboration with the relevant Offices and HQ; Provide technical support to the CoM in leading the different policy dialogue and the exchange of best practices through expert meetings and preparation of policy briefs; Contribute to the provision of the technical support of the CO with various migration policy matters; Support the production of policy briefs and other products, including cross-thematic topics; Contribute to the resource mobilization efforts of the CO through identification of partnerships; Participate and engage actively to the development of the CO Resource Mobilization Strategy and Action Plan.

### **3.5 JPO – Project Development Officer – Manila, Philippines**

Support IOM projects through technical support to the implementation of community stabilization initiatives, which may include Social Cohesion and Socio Economic Programming, projects encompassing Climate Change, Emergency Preparedness and Response, Protection and/or Migrant Health; Provide technical backstopping for the design and development of new programmes/projects, particularly in the area of community stabilization, in line with IOM Project Handbook in close coordination with the Senior Programme Manager, Programme Managers, Regional Office (RO) Thematic Specialists, governmental authorities and international and regional institutions as well as partner organizations in public/ private sector; Assist in liaising with relevant IOM Units at Headquarters (HQ) and RO to obtain all necessary internal approvals for submission of project documents as per IOM project development, review and endorsement of Standard Operating Procedures (SOPs) and IOM Project Handbook; Undertake duty travel to BARMM with the purpose of project/ programme assessment, liaison with counterparts, problem solving and new project/ programme development as well as perform internal monitoring in coordination with project managers and evaluation of ongoing IOM Philippines' initiatives, as required; Provide inputs for the development and dissemination of communication and visibility materials, especially when related to programmes/projects implemented by IOM Philippines and/or for fundraising purposes; Provide, in close coordination with Programme Managers, inputs on behalf of IOM for different documents requested by the United Nations Country Team or individual agencies, Government institutions, donors, IOM relevant Units at HQ and RO and/or other partners; Assist in liaising with different the United Nations (UN) Agencies and other partners with the purpose of sharing

information on IOM programmes and activities, developing joint initiatives and, identifying new partnership opportunities, including initiatives involving the Mindanao Peace Process; Keep the Head of Programmes up to date on partner and donor priorities, preferences and synergies in the field of migration as well as on new calls for proposals and initiatives launched and/or promoted by the donor community; In coordination with Programme Managers, oversee the preparation of project donor reports and provide strategic inputs to improve the quality and consistency of reporting, in line with donor requirements, IOM guidelines and within the required timeframe; Support organizational and strategy development through the drafting of terms of reference, strategy documents and other internal organizational documents as assigned by the Head of Programmes; Contribute to appropriate coordination and information sharing with the Head of Programmes and relevant Departments at the RO and HQ.

### **3.6 JPO – Regional Media and Communications Support Officer – Bangkok, Thailand**

Support the SRMCO in managing ROAP's media and communication activities, which include curating and maintaining online platforms such as the website and social media channels including Facebook, Twitter, Instagram and YouTube; Support the SRMCO in producing high quality video content and other digital information products related to IOM's work in the Asia Pacific region; Participate in the development and maintenance of the ROAP SharePoint platform and other related internal communication platforms (Note for File repositories); Initiate and coordinate the production and dissemination of a regular ROAP Newsletter that will provide key updates; Provide media and communications support to specific Regional Thematic Specialists and ROAP Units (PSU, PLU, UN Network for Migration, etc.); Support the SRMCO's collaborations with MCU counterparts across the region, Geneva and Manila hubs to disseminate high quality media and communications output notably via online communications and social media platforms; Support the SRMCO in providing training to ROAP staff, primarily in the strategic use of use of the above social media platforms; Organise regular information sharing 'brown-bag' lunchtime sessions for ROAP staff and where possible include specific Country Offices (virtually); Assist ROAP Specialist colleagues in Bangkok-based media relations and event management, including M&C trainings, as required; Support the SRMCO and Regional Project Support Unit and other relevant colleagues in generating visibility from Donor and M&E reports; Participate in the development and implementation of innovative communications campaigns in ROAP and provide relevant support to Country Office communication campaigns; Support the SRMCO in providing regional support to HQ-led awareness-raising, community engagement, fundraising and other campaigns, including the Global Migration Film Festival and the Global Media and Migration Academy; Support the SRMCO in ensuring appropriate gender equality and empowerment as an integral component of communications materials in the Region; Provide relevant support to the other ROAP Units as and when required; Act as OiC in SRMCO's absence.

### **3.7 JPO – Policy and Programme Support Officer – Dili, Timor-Leste**

In close coordination with the Chief of Mission, support the policy coordination work of IOM Timor-Leste on migration management, including research and production of policy briefs; In close coordination with the Chief of Mission, support the Secretariat and administrative work of the UN Network for Migration in Timor-Leste; In close coordination with the respective Programme Managers, provide support to community based activities related to disaster risk management, counter-trafficking, and migration health; In coordination with the Chief of Mission, support the work of IOM's programming alignment to the United Nations Sustainable Development Framework (UNSDCF) for Timor-Leste including attending meetings and compiling reports; Support the work of IOM Timor-Leste policy and programming building on recommendations of the Migration Profile and other related IOM institutional documents and projects. In addition, support the work of IOM Timor-Leste's programme alignment to regional and international bodies; Provide support in drafting and developing IOM Timor-Leste country strategy in coordination with the Chief of Mission and programme units; Support the IOM Timor-Leste Country Office's Programme Units in organization of events; Support Programme Managers in the development of project proposals and reporting; Maintain a knowledge