

management system for migration trends and policies, good practices etc., closely working with the Programme Managers and relevant Units.

## **EUROPE, THE CAUCASUS & CENTRAL ASIA (16)**

### **4.1 JPO – Programme Support Officer – Vienna, Austria**

Support the identification of new project ideas and opportunities in Austria, with a focus on labour migration; Assist with the conceptualization of new projects and initiatives. This includes contributing to conducting background analyses on relevant migration dynamics, the identification of donor priorities, and the drafting of concept notes and project proposals; Assist with the setting-up of fundraising strategies and monitoring of funding opportunities such as calls for proposals; Assist in identifying national and EU policy priorities with regards to migrant integration and identify synergies with the Country Office objectives. Assist with the implementation and the monitoring of the Country Office Strategy 2020-2024; Support in drafting conference presentations and speeches related to IOM Austria's activities for the Heads of Unit or the Head of Office; In close coordination with the Policy and Programme Support Team, assist in setting up and implementing communication strategies and rolling out dissemination, awareness raising and advocacy activities related to projects, including drafting public information documents, website, newsletter and (social) media content, etc.; Assist with stakeholder engagement and liaison with (inter)national partners and other relevant actors in Austria; Assist in the drafting and formatting of administrative documents, minutes, and other deliverables; Support the internal communication, coordination and knowledge management.

### **4.2 JPO – Associate Migration Officer – Brussels, Belgium**

Research, collect and assess relevant information on EU migration policies, regional trends and emerging issues and support developing IOM's response in coordination with Regional Thematic Specialists; Support the monitoring of developments of EU-led debates and policy discussions on migration and facilitate information sharing; Support monitoring international and/or regional processes as well as inter-agency cooperation where migration issues are relevant, particularly in relation to the Sustainable Development Goals, and in developing IOM's inputs to these; Support follow up on migration-related developments in the UN system and the UN Network on Migration; Support follow up on the regional review process of the Global Compact for Migration and provide regular feedback to the relevant units in Headquarters, the Regional Office and Country Offices on the latest discussions; Support the preparation and dissemination of selected regional and institutional reports; Support regional strategic planning exercises, as well as country level strategic planning, as required; Identify potential partnerships with academic institutions, think tanks and research institutions in the Region; Identify potential private sector partnerships through production of mapping reports outlining thematic areas of interest and develop a plan for outreach and engagement with the private sector.

### **4.3 JPO – Project Development and Support Officer – Brussels, Belgium**

Act as a Focal Point on all aspects of project development within IOM Belgium CO and keep abreast of new IOM project and funding opportunities; Review and assist in monitoring donor priorities and strategies for IOM Belgium and Luxembourg and assist with the identification of possible "new" donors including private sector donors; Support the development and strengthening of contacts and networks with IOM Belgium and Luxembourg partners with a view on identification of synergies and joint opportunities for programming and funding; Based on national needs, support the development of IOM-relevant projects in line with donor priorities and published opportunities, in coordination with the CoM and Heads of Units; Assist with the

conceptualization of new projects and related budgets. This includes the drafting of concept notes, project proposals, results matrix, project plans and project budget; Support the planning and organizing of all aspects of new country specific programmes and the projects, including, where relevant, coordinating with partners and other IOM Country Offices to develop joint programming, as well as monitor and backstop ongoing activities; Inform and support Country Office strategy development and monitoring in close collaboration with the Heads of Units and Regional Thematic Specialists; Assist programme teams in developing and reviewing strategic documents, donor reports and other information and communication material; As required, work together with the programme teams and Communications Focal Point to improve public outreach and information about IOM and its work in Belgium and Luxembourg; Check that all conceptualization, development, and design of projects is undertaken in line with the IOM Constitution, IOM Strategy and the Organization's policies, thematic guidelines and the IOM Project Handbook and any national and/or regional strategies and priorities; Ensure strong link between programmes under development and Belgian and Luxembourgish GCM priorities, as outlined following the 2022 IMRF, with a strong consideration of SDGs as well; Provide support to programme teams to properly follow-up on the implementation of evaluation recommendations, including through the development of new M&E or project interventions, and integration of lessons learned into future programmes; Enhance effective IOM Belgium and Luxembourg knowledge management including project tracking, project data overviews, monitoring and evaluation, and information sharing; Prepare reports, concept papers and strategic documents related to the ongoing and future activities of the IOM Belgium and Luxembourg, as required; Assist in providing general guidance, support and training on project development and management to IOM Belgium and Luxembourg in line with the IOM Project Handbook and institutional tools, such as PRIMA.