

RELICA, etc; Coordinate and serve as focal point of LI activities such as: conferences, workshops, capacity development activities, etc; Assist in preparing and organizing capacity building initiatives of the LIU, including revising presentations and preparing the supporting documentation; Prepare internal reports, presentations, speeches, statements and briefings within the thematic area as needed; Support the drafting of strategic planning, prioritization and follow-up of the work carried out by the LI Unit; Coordinate and delivery LI capacity developments initiatives.

#### **6.15 JPO – Programme Officer (MHPSS) – Geneva, Switzerland**

Manage communications between HQ Departments and Divisions and Regional and Country Offices on MHPSS matters with a specific focus on Migration Health Division; Department of Operations and Emergencies and the Protection Division; Include dedicated MHPSS chapters and components in key organizational strategy, policy and position papers; Support the monitoring of relevant global and regional policy, strategy and programmatic developments in relation to mental health, psychosocial response and intercultural communication needs of migrants and displaced populations, and inform relevant Departments, Divisions, Regional Offices and Country Offices worldwide through guidance briefs and instructions; Support the liaison with academic institutions and networks of global, regional and national significance; Support fund raising and resource mobilization for the activities and programs of the MHPSS sector. This includes with private donors and foundations; Organize regular meetings of the IOM co-chaired Inter-Agency Standing Committee's (IASC) thematic working groups on "MHPSS for men & boys" and on "Community-based MHPSS" and working towards the implementation of the annual goals of these groups, in close collaboration with the other co-chairing organizations and group members; Participate in the global coordination calls of the IASC Reference Group on "MHPSS in Emergency Settings"; Review technical revisions and endorsements of all mental health, psychosocial support and intercultural communication programs, projects and project components for MHD, DOE and MPA; Support the revisions and endorsements of all narrative donor reports submitted by Country Offices, Regional Offices and other Departments-Divisions at HQ for MHPSS dedicated programs, and project components; Participate in monitoring, synthesizing and interpreting relevant research data, academic writing, technical developments on Mental Health, Psychosocial Response and Intercultural Communication in migration, crisis and post crisis settings with the aim to make relevant information available to colleagues and outside audience including partners and Member States, preparing technical updates for missions and partners involved in MHPSS programming; Support the peer-review of guidelines, tools and strategies of other organizations, relevant for IOM or for the MHPSS and population mobility agenda, and of academic articles and PHD studies; Draft technical and programmatic briefings and presentations to governments, donors, Civil Society fora on various topics related to mental health, psychosocial and intercultural communication needs of migrant, displaced and conflict affected populations and IOM's technical expertise and programming, at the request of Donor Relations Division (DRD), ROs, Country Offices and Liaison Offices. This may include the direct delivery of the briefings; Support the monitoring and reporting efforts of IOM on global MHPSS activities, e.g., by developing relevant indicators, compiling data from IOM's missions with MHPSS components, and contributing to the annual global reporting of IOM; Support the recruitment of MHPSS staff and consultants, mainly in relation to IOM's emergency programming. This includes supervising the elaboration of relevant ToRs and maintaining a roster of MHPSS experts in the different required fields and levels of intervention; Undertake duty travels to L3 emergency and other emergency situations and to missions in all IOM Regions on a regular basis.

#### **6.16 JPO – Programme Support Officer (Sustainable Capacity Development) – Geneva, Switzerland**

Support the CCDSU teams with operationalization and socialization to help IOM strengthen Country Offices' (CO) engagement and support the CO's efforts to implement rights-based migration management and meet their obligations toward global frameworks such as the Global Compact for Safe, Orderly and Regular Migration (GCM) and the Agenda 2030; Assist the Country and Regional Offices globally implementing the CD4MM approach, the EMM and GMMA in their programme specific work; In collaboration with CCDSU teams, promote sustainable capacity development across the organization as a means to capacitate IOM and Member States in matters of rights-based migration management; Support the Head of CCDSU and CD4MM Programme Manager in crosscutting coordination at DPSMM level, incl. Protection Division (PxD), Labour Migration and Inclusion Division (LMI), International Border Governance Division (IBG), and Migration Health Division (MHD); Support DPSMM knowledge management across thematic areas and organizational levels in order to optimize information access and use; Draft and revise documents and policies related to migration management and provide technical support with administrative tasks as needed for DPSMM cross-cutting work.

#### **6.17 JPO – Compliance Officer – Geneva, Switzerland**

Assist in implementing of the interventions identified in the workplan of the Operational Compliance unit; Conduct research, contribute to the technical analysis, drafting and updating of policies and procedures relevant to the work of the Operational Compliance unit; Support the preparation, coordination and delivery of trainings, workshops and other capacity building initiatives relevant to compliance internally and with partners; Provide technical analysis and inputs in the preparation of outreach and communications materials about operational compliance unit and its functions; Assist with the analysis of the Enterprise Resource Planning (ERP) system's risk and compliance data, identification and recommendation of enhancements and set up for compliance analytics and reporting tools; Assist with the analysis of oversight (audit, evaluation, assessment etc.) findings and recommendations. Draft summary reports, with initial recommendations, on matters requiring management action or intervention, or changes to corporate level policies/procedures; Contribute to inter-agency forums and discussions related to operational compliance; Collect, compile and review data from the relevant working groups, offices, units and departments and maintain relevant repositories of collected data.

#### **6.18 JPO – Monitoring and Evaluation Officer – Geneva, Switzerland**

Provide support in the development of corporate monitoring and results-based reporting systems and processes to improve results reporting; Support the development of training materials for capacity development activities with a focus on the topics of monitoring, evaluation, and learning, as well as strengthening results-based reporting more generally; Facilitate the capacity development efforts through organization of online, face-to-face and hybrid trainings, as well as monitor progress and provide Quarterly/Annual progress reports, all in coordination with the Staff Development Learning Unit; Support the greater institutional use of PRIMA monitoring functionalities as part of the roll-out of the Strategic Results Framework (SRF); Contribute to the inter-Departmental efforts in the updating of IOM institutional policies