

1.2 JPO - Project Development and Reporting Officer – Gaborone, Botswana

Contribute to the development of results-based programmes and projects, concept notes and project proposals, in close coordination with the Programme Coordinator/Officer in Charge in Botswana, Regional Thematic Specialists (RTSs), Project Managers, UNCT, relevant donors, government counterparts and project partners, by providing technical inputs and support that responds to emerging trends and priorities and that are in compliance with IOM and donor interests and requirements; Review resource requirements, document programmatic needs, gaps and opportunities. Contribute to the alignment to IOM global, regional, and country strategies during project development and donor reporting, including supporting and promoting use of Strategic Results Framework (SRF) global results and indicators; Support the endorsement process for concept notes and project proposals; Support the Project Managers in drafting donor reports in close coordination with relevant units in the Country Office (CO) and Regional Office (RO) in line with IOM policies, standards, and internal procedures; Research potential and realistic funding opportunities among government and non- government donors, review calls for proposals and collect donor information; Draft donor profiles and guidance notes on donor priorities and assist with developing approaches to expand the IOM donor base; Support effective working relationships with donor counterparts and project/programme partners, such as government authorities, diplomatic missions, and other relevant agencies and working groups; In coordination with relevant Units in the CO, draft visibility and other resource mobilization materials and organize donor briefings and visits; Support capacity building and training activities in the field of programme development, donor, and institutional reporting and the roll-out of the SRF for CO's staff through workshops and seminars; In support of knowledge management, maintain accurate, updated, and pertinent records of all correspondences, project development and donor and institutional reporting files, and related information in IOM's relevant software application.