

1.8 JPO - Protection and Reporting Officer – Libreville, Gabon

Provide support in daily activities of protection team members in coordination with the Protection Officer and Project Officer; organize and assist the team in achieving their tasks; Provide technical guidance and check compliance to IOM guidelines, policy and standards, as well as contribute to the training on migration law, prevention of smuggling and trafficking of migrants, civil status, naturalization and protection; Support resources mobilization, including identifying areas for the development of new projects and calls for proposals; Contribute to knowledge management and capacity development by providing technical expertise in the field of protection to relevant colleagues and partners, supporting the capacity building activities and producing briefs; Support the planning, implementation and monitoring of protection activities; Draft and contribute to the development of relevant documents or studies including SOPs, Concept Note, Project proposals and reports; Facilitate protection mainstreaming (including GBV) and integration of cross-cutting issues (disability, AAP, gender) in IOM regular programmes and crisis response activities. This shall include tip sheets, guidance

notes, communication / awareness tools, protection checklists for specific measures in different sectors, good practices, and more; In close coordination with the Project Officer and the Case Management (Project Assistant), check the response to individual cases of concern and provide technical guidance in case management mechanisms and reporting; Contribute to the monitoring and reporting of the protection activities; Support developing and maintaining strong working relationships with government authorities and partners and facilitate the timely and qualitative information sharing; Contribute to the improvement of the Protection unit's information management and communication capacities in coordination with IOM Communication and Data & Research Units; Participate in inter-agency protection fora/meetings (e.g., protection, child-protection, gender-based violence, health, relevant task forces) when needed and monitor the protection needs of mobile populations, as well as communities affected by mobility in coordination with the Protection Officer and Project Officer; Draft analysis report of surveys and complaints.