

## ASIA & OCEANIA (8)

### 3.1 JPO – Project Officer – Suva, Fiji

Coordinate the overall implementation of all projects led by IOM Fiji, including the oversight of the financial, administrative, and technical aspects, in line with IOM's policies and procedures, as well as donor requirements; Provide operational guidance and technical supervision to the project's staff, assisting on programmatic strategy and implementation; Oversee the project progress specifically aimed at increasing effectiveness and recommending appropriate action; Support the monitor and progress against Project's strategic objectives, benchmarks, and provide advice with respect to improvements and corrections; coordinate the establishment of a common Monitoring and Evaluation (M&E) Framework that incorporate regular reporting requirements and impact evaluation strategies, in close coordination with M&E Officer in the Country Office; Identify priority areas for project development and contribute to the development of new projects by selecting and summarizing background information, assessing the local context and segments for new project proposals; Supervise the staff assigned to the project, as well as Consultants/Implementing Partners (IPs) recruited to support and/or undertake specific activities. Plan, develop, organize, and deliver capacity building activities to build capacity of staff, partners, government officials, and other humanitarian actors; Support monitoring and compliance with project partners, project staff and implementing entities; Liaise with Government entities, IPs, United Nations (UN) agencies and other stakeholders in the project; Coordinate with other units in the Country Office for a smooth implementation of all project activities; Coordinate the adequate information management on project related activities including visibility by providing regular updates, summaries, press releases and other relevant materials, in coordination with the donor and relevant Units at HQ; Draft quality progress Financial, Narrative, and other reports related to the project activities. Coordinate the elaboration and dissemination of reports for donors, government and other relevant stakeholders by ensuring timely submission and compliance with donor and IOM requirements; Participate in relevant conferences, workshops, steering committees, and technical working groups, as well as other forums; Contribute in coordination and presentation of IOM activities; Participate in relevant UN working groups and activities to contribute to the mainstreaming of migration related issues into United Nations Development Assistance Frameworks (UNDAF); Undertake duty travel as required to support coordination and monitoring activities for project implementation.