

3.8 JPO - Programme Officer (Migration, Business and Human Rights)– Ho-Chi-Minh-Ville, Vietnam

Support the overall implementation of the MBHR Asia programme in Vietnam, including its financial, administrative and technical implementation, in compliance with IOM policies and standards, as well as donor requirements, agreed timeline and deliverables; In coordination with the Programme Manager and/or the Chief of Mission (CoM), coordinate the work of all staff assigned to the Country Office's (CO) programme, as well as consultants, implementing partners and service providers recruited to support and/or undertake specific activities; Maintain close collaboration and contribute to the strengthening the partnerships with relevant stakeholders such as Government entities, national authorities, donors, development partners, United Nations agencies, and civil society; Draft and produce progress and other reports and ensure proper information exchange on all operational aspects of the programmes between IOM, the programmes' donors and other stakeholders; Provide technical support in analysing migration related trends and issues in view of

strategic, programmatic and programme-specific funding opportunities; Contribute to the identification of donors' priorities and strategies, explore the possibility to develop follow up initiatives and/or initiate new programme development process in Vietnam and draft projects proposals, in relation to expressed governmental needs, donors' priorities and in line with IOM's mandate and strategy; In coordination with the Programme Manager and/or the COM, facilitate adequate information management on CO's activities through regular updates, summaries, press releases and other relevant materials that promote IOM's visibility in Vietnam; Assist in conducting contextual analysis to identify potential activities to be implemented as part of the transition and recovery programmes in line with IOM mandate and the priorities established by the Government and partners in Vietnam; Contribute to the development of relevant monitoring and evaluation plans and tools to track policy mainstreaming initiatives and measure progress and effectiveness, make recommendation on suitable course corrections, and supporting further development and improvements; Ensure adequate information management on programme related activities including awareness raising and visibility; In coordination with the donor and IOM's Public Information Department, provide regular updates, summaries, press releases and other relevant materials; Participate in relevant conferences, workshops, steering committees and technical working groups, as well as other forums, to facilitate proper coordination and presentation of IOM activities; Participate in relevant UN working groups and activities to encourage the mainstreaming of migration related issues into United Nations Development Assistance Frameworks (UNDAF).