

4.1 JPO - Project Development Officer (MECC) – Baku, Azerbaijan

Contribute to the development of results-based programmes and projects, concept notes and project proposals, in close coordination with the Chief of Mission (CoM), 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; Support knowledge management and 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; Contribute to the implementation of MECC projects (e.g. Mainstreaming the MECC Nexus into the National Adaptation Plan of Azerbaijan), including its administrative, and technical aspects, in compliance with IOM policies and standards, as well as donor requirements; Contribute to preparation of concept notes, reports and analysis as well as outreach and visibility activities related to MECC; Support the team with preparations related to UNFCCC pre-COP and COP 29 event taking place in Azerbaijan in 2024; Assist the project team with monitoring, evaluation and learning activities related to MECC projects and activities.