

## **4.2 JPO - Project Development and Support Officer – Brussels, Belgium**

Act as a resource person on all aspects of project development within the Country Office and keep abreast of new IOM project and funding opportunities; Review and assist in monitoring donor priorities and strategies for Belgium and Luxembourg and assist with the identification of possible “new” donors including private sector donors; Support the development and strengthening of contacts and networks with IOM Belgium and Luxembourg partners with a view on identification of synergies and joint opportunities for programming and funding; Based on national needs, support the development of IOM-relevant projects in line with donor priorities and published opportunities, in coordination with the Chief of Mission (CoM) and Heads of Units; Assist with the conceptualization of new projects and related budgets, this includes the drafting of concept notes, project proposals, results matrix, project plans and project budget; Support the planning and organizing of all aspects of new country specific programmes and the projects, including, where relevant, coordinating with partners and other IOM country offices to develop joint programming, as well as monitor and backstop ongoing activities; Inform and support Country Office strategy development and monitoring in close collaboration with the Heads of Units and Regional Thematic Specialists; Assist programme teams in developing and reviewing strategic documents, donor reports and other information and communication material; As required, work together with the programme teams and Communications focal point to improve public outreach and information about IOM and its work in Belgium and Luxembourg; Ensure all conceptualization, development, and design of projects is undertaken in line with the IOM Constitution, IOM Strategy and the Organization’s policies, thematic guidelines and the IOM Project Handbook and any national and/or regional strategies and priorities; Ensure strong link between programmes under development and Belgian and Luxembourgish GCM priorities, as outlined following the 2022 IMRF, with a strong consideration of SDGs as well; Provide support to programme teams to properly follow-up on the implementation of evaluation recommendations, including through the development of new M&E or project interventions, and integration of lessons learned into future programmes; Enhance effective IOM Belgium and Luxembourg knowledge management including project tracking, project data overviews, monitoring and evaluation, and information sharing; Prepare reports, concept papers and strategic documents related to the ongoing and future activities of the IOM Mission for Belgium and Luxembourg, as required; Assist in providing general guidance, support and training on project development and management to IOM Belgium and Luxembourg in line with the IOM Project Handbook and institutional tools, such as PRIMA.