

## **6.11 JPO - Partnership Officer - Geneva, Switzerland**

Provide technical support in organizing and leading meetings and workshops including with external partners; Coordinate and contribute to IOM's background briefs and policy inputs on international migration issues provided to governments, international organizations, and other stakeholders; Support the work of the Unit to enhance IOM's relations with UN bodies and international organizations, including providing guidance to senior and middle management at HQ and in the Regional and Country Offices; Monitor and report on developments relating to and documents from all the relevant UN bodies to assess the impact of IOM's inclusion in UN coordination, policy- and decision-making mechanisms; Prepare background notes and draft talking points on the implications for IOM of documents and upcoming discussions and decisions, including on migration-relevant meetings taking place in Geneva, particularly those of relevance to IOM's field operations; Contribute to the work of the Unit in promoting or supporting partnerships with the UN/UN entities, and maintaining an updated overview of partnerships and initiatives between IOM and UN agencies worldwide; Support the work of the Unit by closely coordinating between all relevant teams in IOM working on the organization's UN engagement; Support in ensuring that IOM staff representing the organization in external meetings - notably interagency meetings - are well-prepared for active participation in the relevant bodies and are aware of background information and preparatory discussions leading up to those meetings.