

6.9 JPO - Resource Mobilization Officer – Geneva, Switzerland

Liaise with IOM's Regional and Country Offices (CO) to check that the donors' contributions are reviewed and finalized in a timely manner in coordination with relevant units at Headquarters (HQ) the donor queries are addressed with efficiency, effectiveness, and diplomacy; and that the Crisis Response Plans and/or Flash Appeals are shared with the donors in a timely manner; Provide support and assistance in resource mobilization matters to the Regional and Country Offices and HQ units for their outreach efforts towards donors, governments and partners; Coordinate and contribute to the development, updating and dissemination to the Regional and Country Offices of the resource mobilization tools (Donor Alerts, Donor Profiles, Donor Funding Histories, RMD Intranet, etc.). Monitor and contribute to the update and maintenance of the data used for generating the Donor Profiles and Funding Histories; Provide technical support and assistance to the Regional and Country Offices and the HQ units on the development of IOM's institutional Resource Mobilization Strategy; Contribute to the building and maintaining the relationships with assigned donors in support of IOM's Regional and Country Offices, programmes, projects and strategic plans; Contribute to the institutional knowledge building and knowledge sharing related to donor liaison and resource mobilization through participation to events, trainings and briefings; Provide support to the Reporting Officer within RMD with by reviewing the draft interim and/or final narrative reports when requested or during the absence of the Reporting Officer; Undertake duty travel for donor liaison and coordination support purposes as may be required.