



International Organization for Migration (IOM)
Organisation internationale pour les migrations (OIM)
Organización Internacional para las Migraciones (OIM)

HUMAN RESOURCES MANAGEMENT

Compendium of Vacancies for JPOs – 2019/ 2020

AFRICA (11)

1. 1.6 JPO – Monitoring and Evaluation Officer – Nairobi, Kenya (CO)

Assessing project staff knowledge and skills on monitoring and evaluation; developing short training modules for project staff addressing skills and knowledge gaps; conducting trainings for project staff on monitoring and evaluation; assisting in the development and oversight of project and programme evaluations; providing technical input and support at the design stage of projects and programmes to facilitate implementation and monitoring, with particular attention paid to work plans, results matrixes, and monitoring and evaluation frameworks; develop performance management frameworks for projects and programmes, particularly projects focusing on mixed migration, emergency and humanitarian response, peace-building, counter human trafficking, and labour migration; mentoring and supporting staff on the use of the performance management frameworks; developing monitoring and evaluation toolkits for projects, programmes, and the IOM Kenya Country strategy; designing methodologies for and facilitating workshops for lessons learned following project closure and/or project and programme evaluations; developing a knowledge management framework for tracking project data; mentoring and supporting staff to adopt and use the knowledge management framework.

2. 1.7 JPO – Project Support Unit Officer – Nairobi, Kenya (CO)

Identify and analyse potential and realistic funding opportunities in accordance with the IOM Kenya's strategic priority areas; work with programme colleagues to conceptualize, design and develop new projects. Conduct desk research and take other action to prepare background information to support programme and project proposals. Search for, study thoroughly and recommend available funding opportunities for future IOM projects in IOM Kenya; draft project narratives, concept notes as well as interim and final project reports, new programmes, projects, work plans, logical frameworks, results matrices and other project related documents in close coordination with the Chief of Mission for Kenya, and the Project Development & Liaison Officer, as well as other internal and external stakeholders as required; take a lead in developing concept notes and proposals in close coordination with programme managers for potential donors and funding opportunities such as Common Humanitarian Fund, European Commission and bilateral donors; advise on the preparation of work plans and result matrix for the development of new projects; ensure timely and quality submission of donor reports by review and editing draft documents prepared by programme units; provide project specific content and editing support to the Public Information Unit to produce visibility materials for publicity and resource mobilization; coordinate inputs for information requests from Headquarters, the Regional Office, other IOM missions and external partners; develop training modules in project development and reporting. Build the capacity of IOM Kenya project staff in the correct usage of IOM and other donor templates for project proposals and reports; provide technical and backstopping support for project development and implementation to the all relevant units and other colleagues in the department; liaise and network with IOM relevant partners (e.g. UN, NGOs, IGOs, private and public sector etc.) as needed; represent IOM in meetings with other development partners, UN agencies as well as national and international workshops, seminars and conferences; support the Chief of Mission through the drafting of talking points and speeches; support the development of Monitoring and Evaluation tools and frameworks.

3. 1.9 JPO – Project Development and Support Officer – Rabat, Morocco

Assist in the implementation of programmes in the field of migration and development, direct assistance to migrants including humanitarian assistance and counter-trafficking, and research on migration; in coordination with the Chief of Mission and in line with the priorities of the Moroccan authorities and donors, develop new project proposals, in particular in the areas of migration and development, direct assistance to migrants, and research on migration; monitor developments on migration-related thematic areas, in close collaboration with the Regional Thematic Specialists in the Regional Office in Cairo and Chief of Mission, and identify emerging issues; assist the Chief of Mission and programme coordinator in networking with the relevant ministries and local stakeholders; with the preparation of briefing materials for high-level meetings and resource mobilization as required; assist with trainings in the area of migration and development and migrant assistance to NGOs and partners; represent IOM Morocco in events and conferences whenever required; conduct research and analysis and draft reports; any other duties that may be assigned by the Chief of Mission.

4. 1.10 JPO – Labour and Human Development Officer– Niamey, Niger

Support PM during ongoing project activities; support PM in fundraising especially with private sector and bank; support PM in project design in general and in particular; draft a proposal on "Diaspora private sector engagement"; draft a proposal on "Youth orientation center"; draft a proposal on "Nigerien Foreign Investment Promotion" (how to attract foreign investments and how to support Nigerien Government in design a strategy for foreign investments promotion taking into account national competitive advantages, Foreign diaspora potentialities, Niger development plan, Ongoing regional and international trade agreements, World bank Niger economic plan, ECOWAS legal framework, European/International trade legal agreements and International Cooperation framework).

5. 1.11 JPO – Programme Support Officer – Lagos/Abuja, Nigeria

Support in overseeing and coordinating the mission's activities and deliverables; provide technical assistance, capacity building support and guidance to implementing partners and government counterpart; support train as well as guide the Programme Support team, which includes monitoring and evaluation and data management staff, to enable timely delivery of programme results; support the mission in the promotion and visibility of IOM activities to garner support for the activities in Nigeria. Draft, design, and disseminate a wide range of communication materials; support in maintaining continuous liaison with the donor, other IOM Missions, Regional Office (RO) and Headquarters (HQs) to facilitate a coordinated approach to project implementation, identify synergies with IOM's programmes in the region, and make recommendations; support in liaison with national and state authorities, programme partners, civil society, the international community and donors to ensure successful implementation of project activities and visibility; in coordination with the Chief of Mission and other colleagues, support the development, enhancement and implementation of national standard operating procedures (SoPs) related to return, rehabilitation and reintegration; lead the initiation, planning and kick-off stages of new projects within the mission; ensure regular and timely preparation of periodic and donor reports, updates, programme summaries, press releases, and other relevant information materials and statistics according to specific project needs; prepare for donor visits in coordination with the Chief of Mission and relevant units within IOM. Ensure that sufficient visibility and information / communication materials are available; oversee appropriate data management for all components of the programme in accordance with IOM Data Protection Principles; track use of resources in accordance with IOM internal rules and regulations; contribute to the development of project concepts/proposals, resource mobilization initiatives related to or complementing the programme activities, as appropriate.

6. 1.12 JPO – Programme Development Officer – Abuja, Nigeria

Contribute to the design and development of new programmes/projects in coordination with CoM, Programme Managers (PMs), Headquarters (HQs) Units, relevant IOM Missions, governmental authorities, international and regional institutions and public/private institutions; draft and coordinate concept notes/project documents to share with counterparts and donors, finalize them for internal endorsement with respective RTS/HQs/ACO/LEG in close cooperation with the Project Managers and all relevant Units; produce internal situation reports for the senior management and visibility materials, such as external situation reports and newsletters; draft the CoM with administrative, financial and management aspects of project development and donor liaison, including preparation of statistical analyses, regular narrative reports, communications, and presentations; in close coordination with project managers, review current active projects in terms of stated objectives, outputs and impacts, and current monitoring and evaluation (M&E) strategies. Work with project and programme managers to establish a common M&E framework that incorporates regular reporting requirements and impact evaluation strategies; review existing datasets for each project and create or modify user-friendly databases that present data in an appropriate and accessible manner. Train staff in the use of data collection methods; in collaboration with project managers, conduct retrospective impact evaluations for beneficiaries assisted through IOM's programmes to assess subjective and objective impacts of IOM activities; document ongoing project activities through photography and multimedia presentations, in collaboration with the Media and Communications Unit and field staff. Prepare external communication products; pro-actively seek potential funding sources among government and non-government donors, in line with IOM's overall strategy in the country; liaise with diplomatic missions, national and international institutions, international and non-governmental organizations and other relevant partners and donors to discuss programme and project possibilities, coordinate and promote new activities and raise funds for new projects/ programmes; monitor compliance with donor regulations and obligations and follow up on meeting objectives within the agreed timeframe and budget; Coordinate contractual negotiations with donors and monitor the Mission's compliance with the Organization's related rules and policies; draft regular progress reports in line with IOM and donor formats for submission to donors and the HQs; create and maintain a project tracking and monitoring database to include past, current and projects in the pipeline; represent IOM and participate at appropriate levels in seminars and other meetings aimed at developing new projects and programmes and promoting IOM's image and activities; undertake duty travel relating to liaison with counterparts and new programme development, as required.

7. 1.15 JPO – Associate Data Analyst – Pretoria, South Africa (RO)

Assist in conducting data analysis and produce statistical reports on a timely basis commensurate to the needs of the IOM missions in the region and the Regional Office; assist in the interpretation of findings for research reports, briefing notes, policy papers and other materials as required for IOM publications; assist in the development of an integrated methodology for data collection and analysis as needed by programs in the missions, support with new research and surveys of the Regional Migration Data Hub (RMDHub); in gathering information about displacement, population mobility, and movement flows from IOM missions in the region collected through IOM Displacement Tracking Monitoring as well as any other external source of data and produce regional reports and information products on human mobility in the region such as analytical and statistical reports, displacement profiles and maps; assist in the organization and implementation of training on migration data collection and research methods; assist in developing an outreach strategy to win potential contributors and build a community of researchers, academics, policymakers, practitioners and other interested parties working on migration issues in the Region; assist in conducting background research and assist in drafting of documents in support of the Regional Consultative Process in the region, i.e. Migration Dialogue for Southern Africa (MIDSA); participate in UN and other stakeholder technical working groups related to statistical methodologies for data collection and representation.

8. 1.16 JPO – Associate Research Officer – Pretoria, South Africa (RO)

Support in the development of policy-relevant and operational research on migration on behalf of the Regional Migration Data Hub (RMDHub) for Southern Africa and contribute to IOM's regular research publications; support country offices in implementing projects and activities with research and knowledge production components; assist in the provision of guidance to country offices in developing and implementing projects, activities and strategies with research and knowledge production components; and collate existing data from the region and countries to populate the RMDHub and the Migration Data Portal (<http://gmdac.iom.int/migration-data-portal>); assist in the organization and implementation of training on migration data collection and research methods; assist in coordinating with the Regional M&E Officer and facilitate improved information and knowledge management within the region for the purpose of monitoring and evaluation, organizational learning, reporting, and innovation, with a particular responsibility for maintaining and improving the deliverables under the RMDHub; the Regional Media and Communication Officer with the development of the Southern African Region migration blog by uploading relevant materials; assist in developing an outreach strategy to win potential contributors and build a community of researchers, academics, policymakers, practitioners and other interested parties working on migration issues in the Region; conduct background research and support the drafting of documents in support of the Regional Consultative Process in the region, i.e. Migration Dialogue for Southern Africa (MIDSA); assist in preparing draft reports and writing identified sections of regional policy and strategy documents as well as regional public information materials; coordinate with the Focal Person in the Country Offices and National Statistical Bureaus in the respective countries for migration data collection, analysis and dissemination; assist the Head of the RMDHUB to audit and edit information and data to be uploaded on the portal for dissemination to the wider public.

9. 1.17 JPO – Programme Officer (DRR/CADRI Coordination) – Pretoria, South Africa (RO)

Assist the RTS to prepare an annual work plan for the CADRI regional mechanism in line with regional UNDG / ECHA priorities. The work plan will identify country support, refresher training on the CADRI tools and methodology, as well as communication activities; assist the RTS to undertake coordination of CADRI country engagement with other partnership initiatives such as Global Framework for Climate Services (GFCS), Emergency Response Preparedness (ERP), Global Partnership for Preparedness (GPP), One Billion Coalition, News from the Frontline, to name a few; support the preparation and facilitation of quarterly meetings of the CADRI regional mechanism to review implementation status of the annual work plan, prepare for the country support missions etc.; undertake annual reporting duties to the R-UNDG through the UNDG Secretariat (succinct output based report); assist the RTS to lead or co-lead the 3-day scoping mission as the first step of a country engagement to determine the requirements for sectoral expertise; undertake coordination functions associated with the deployment of inter-agency multi-disciplinary expertise to respond to country requests for CADRI services. When relevant, call upon the CADRI Geneva Secretariat to mobilize additional expertise from CADRI agencies HA or through the UNDAC and/or EU Civil Protection network; assist the RTS to liaise with UN Resident Coordinators Offices on a quarterly basis to follow up on implementation of CADRI recommendations and document CADRI impact at country level and identify, when relevant, need to additional support from regional agencies; provide strategy and programme development support on DRR for requesting IOM missions with a focus on reducing displacement impacts and building disaster resilience; disseminate information about CADRI services, CADRI country products, and upcoming country activities in the region to regional stakeholders; share regular updates with the CADRI Secretariat and the IOM Transition and Recovery Division, IOM HQ in Geneva; Compile DRR 'good practices' from IOM's regional field practice; disseminate lessons learned and tools among IOM practitioners in the region; establish/support an IOM "community of practice" in the region to examine key issues and stimulate exchange and innovation on risk and resilience.

10. 1.18 JPO – Emergency Health Officer – Khartoum, Sudan

Provide direct oversight of the emergency health operations in IOM Sudan. This will include the planning, management, supervision and timely implementation of emergency health response activities; in particular

but not limited to: primary health care through mobile teams and/or fixed clinic services for IDPs, migrants and other vulnerable groups; through the supporting local health partners; distribution of medicines and medical supplies; maintain an inventory of partners and goods distributed; follow up health referrals, facilitate emergency transport to/from nearest health facilities; support for physical rehabilitation and access to health care services for disabled, etc.; advise the Chief of Mission and the Head of Unit on ongoing or emerging health needs of IDPs, migrants and other affected communities for effectiveness, coherence and integrity and build linkages with other relevant programmes; conduct situation health assessments including but not limited to general health, food, nutrition, water and sanitation and environmental health issues in close coordination with the other IOM programme/emergency response units; engage and maintain strong and regulate liaison with relevant Government counterparts, including the Sudan Ministry of Health (SMoH), WHO, health cluster, UN agencies, and other inter and non-governmental organizations working the health sectors and other relevant sectors; represent IOM at relevant health sector meetings and forums and maintain coordination and cooperation with counterparts and participate in IOM internal coordination meetings; develop and maintain relevant information sharing channels in close coordination with the Chief of Mission and other IOM Sudan programme managers; responsible for the documentation of health activities including collection of age/sex disaggregated data in line with IOM data protection guidelines; prepare and submit activity (narrative) reports on project achievements, challenges encountered, pertinent development and strategic needs on regular basis; in coordination with the IOM Sudan Programme Support Unit, identify new programme and project possibilities and support the formulation/development of health specific as well as multi-sector proposals and collection of requested documentation for submission to donors according to IOM project development guidelines and procedures; explore any potential entry points for expanded collaboration and/or new project development with local health authorities and partners.

11. 1.19 JPO – Protection Mainstreaming Officer – Tunis, Tunisia

Support with the review of existing protection program activities including counter-human trafficking, child protection, provision direct assistance and contribute to developing the monitoring framework for such activities; ensure that key protection principles are operationalised in IOM assistance to vulnerable migrants, including but not limited to migrants rescued at sea, as well as supervising protection interventions targeting migrants approaching IOM offices for assistance and advise; coordinate daily project activities in the area of capacity building on migrant protection, ensuring targeted interventions, timely delivery, quality control, and financial oversight; support with the hiring, mentoring and training of protection staff, as required; in coordination with the Project Manager, ensure timely drafting and submitting of reports on IOM Tunisia projects in the area of Migrant Protection and Assistance; draft concept notes/project proposals covering migrant protection and assistance / counter-trafficking activities; prepare briefings, statistical/narrative reports and background papers, including specific information requested by donors, national or local government, and other entities; promote improved awareness/understanding of protection issues faced by individuals in situations of migrants among local authorities, local and international NGOs, and UN agencies and ensure the observance of international human rights and humanitarian law standards; participate in protection focused seminars and other meetings of governmental and non-governmental entities, as required; maintain relations and collaboration with relevant Government entities, civil society organizations, UN organizations and other stakeholders to promote IOM's mandate; undertake site visits and duty travel as required relating to project coordination, liaison with counterparts, problem solving, and adaptation of activities to the different operational contexts as required.

AMERICAS (4)

12. 2.1 JPO – Information Management Officer– Bogota, Colombia

Support the coordination and work of the UN agencies and GIFMM partners in Colombia, in the handling of information on humanitarian assistance to the population from Venezuela; maintain contact with national GIFMM and local GIFMM, to analyze the migratory dynamics of population coming from Venezuela on the borders of Colombia; prepare Emergency Reports (Flash, Sitreps) according to the established standards, with the support of the Senior Specialist Information GIFMM and the Information Management Unit in Bogotá. If necessary, participate in joint missions and/or Needs Assessments to the event site; prepare reports or power point presentations of the territorial context and the situation of the population from Venezuela on

specific topics or geographic areas, requested by national GIFMM or by the local GIFMM; support with the development, translation and editing of documents on the situation of mixed migratory flows and those related to the humanitarian situation in Colombia from Spanish to English and vice versa; support the IOM Information Management and Analysis Unit in the preparation of the regional files based on the information consolidated each semester, and according to the need for high-level missions, on the situation of mixed migratory flows, humanitarian situation, the development and construction of peace, in the coverage area; maintain and feed the Kobo-Transit Population (action and offer points for the transit population) as well as all other information systems utilized by the National GIFMM (Activity-Info, 4W plus) and update the contact directories; support the processes related to the survey, analysis and information management of the IOM's Displacement Tracking Matrix (DTM) in the region; participate in the preparation and conduct of workshops aimed at the construction of emergency response plans, between local institutions and international actors; support the development of the strategy for strengthening local capacities, for the identification of population needs from Venezuela, the analysis of related primary and secondary information, the generation of reports, situation reports and other pieces of communication for the visibility of the emergencies, including analysis of the impact of the crisis on gender and LGBTIQ populations. Undertake duty travel as required.

13. 2.2 JPO - Operations and Logistics Officer – Port-au-Prince, Haiti

Provide support on Emergency response, Operations and Logistics activities in coordination with the Head of Operations; apply overall direction of operations and Logistics; project logistics team management and supervision including fleet team; manage and supervise the NFI/Shelter dispatching unit in coordination with the partners and the DPC (Civil Protection); liaise with transport and warehouse unit for the organization of emergency, logistics and operations activities; ensure constant monitoring and analysis of the logistics and operations environment, timely readjustment of the operations, advice on legal consideration and risk assessment; providing input to Programme Support Unit for interim and final donor reports; provide support and technical guidance to other IOM units on emergency, operations and logistics matters; develop and maintain good relationship with IOM partners; Gov, Donors, UN agencies, INGO/NGO and other Humanitarian actors; coordinating and following up procurement process related to emergency, logistics and operation; knowledge building and sharing with regards to emergency and logistics operations; ensure efficient emergency and logistical response team supervision; support field offices operations activities when necessary.

14. 2.3 JPO – Assistant to the Director General' Special Envoy to the Response for the Venezuela situation – Panama City, Panama

Provide day-to-day operational support the Special Envoy, manage the agenda of the Special Envoy in Panama, ensure the timely preparation of relevant background documents and the organization of briefings for meetings; ensure that relevant staff are informed and/or called to attend. Assist in the follow-up to meetings, including the preparation of relevant notes and briefing to staff, as appropriate. Manage the planning and organization of Special Envoy's missions, including ensuring the timely preparation of briefing files and background documents by the relevant branches and units, as well as prepare or ensure the preparation of mission reports. Ensure synergy between the Special Envoy's Agenda and that of relevant senior managers. Assist in the follow-up to meetings, including the preparation of relevant notes and briefing to staff, as appropriate. Draft background documents, notes for the file, presentations as well as ensure the timely and qualitative drafting of speeches and speaking notes. Review incoming and outgoing correspondence and refer it to, and hold consultations with, appropriate units/officers. Take initiative in drafting and preparing correspondence for the Special Envoy's signature. Ensure timely follow-up to the Special Envoy's directives, including effective dissemination of pertinent information to senior management and other relevant staff in the headquarters and the field. Ensure that internal and external communications flow are maintained through appropriate electronic media. Support the Special Envoy in interactions with senior officials and representatives of Member States, UN entities, civil society as well as the private sector and the scientific community. Liaise, as appropriate, with the staff of the Office of the Director General, the Special Advisor for the Americas and other senior officials at IOM, the UN systems, as well as NGOs and Permanent Missions and other interlocutors. Represent the Office of the Special Envoy as appropriate and guided. Contribute to the preparation, monitoring of and reporting on the work plan for the Office of the Special Envoy. Undertake duty travel as requested.

15. 2.4 JPO – Monitoring and Evaluation Specialist – San Salvador, El Salvador

Assist in the design and implementation of assessments, surveys, and other monitoring and evaluation tools and activities. Provide assistance in collecting, maintaining, and analyzing data for M&E activities. Participate in the preparation and facilitation of M&E visits. Draft reports and provide input, information and statistics for quarterly, annual or other reports and M&E documents. Monitor and evaluate overall progress on achievement of results. Support Project Managers and the Oversight Officer to use data effectively for decision-making. Liaise with internal and external groups and partners and keep abreast of current developments in M&E field.

ASIA & OCEANIA (9)

16. 3.3 JPO – Migration and Research Expert – Phnom Penh, Cambodia

Reviewing and/or providing advice on the endorsement and tracking related programmes/projects developed by National officers and provide regular updates to the COM and RO (or other concerned COs) on projects under development and/or endorsed; developing new migration management programmes/projects in cooperation with the CoM and National officers ensuring compliance with identified needs and IOM's strategies, thematic guidelines and project development procedures, taking into account good practices and lessons learned in the field; developing and conducting migration management training programmes and provide technical input when necessary through research and training; monitoring migration-related issues and developments in Cambodia and contributing to the development of thematic reports and policies; contribute to data collection and analysis; conduct research on relevant assigned topics; draft and/or contribute to information sheets, presentations, training curricula and materials and thematic guidance notes on migration management and other relevant topics; develop and/or coordinate new related programmes/projects (including regional and multi-country projects/programmes) in close cooperation with the CoM and National officers, Regional Thematic Specialist, review, advise on endorsement and track programmes/projects and donor reports developed by National officers; develop all projects, and provide the Chief of Mission, the Regional Thematic Specialist and the RO (or other concerned COs) with updates on on-going projects, as well as projects under development; maintain strong working relationships with national project managers in the Mission – with a special focus on those coordinating/implementing research-related projects/programmes – and provide technical input, when necessary, through research and training; monitor programming issues and challenges, in close cooperation with Chief of Mission, the Regional Thematic Specialist and the RO; monitor and share information in a timely manner on Calls for Proposals (CFP), Expressions of Interest (EOI) and other relevant migration-related opportunities; undertake duty travel as required to conduct programme assessments, liaise with counterparts, represent IOM at migration-related conferences, workshops and meetings, deliver training and/or presentations, and assist COs with troubleshooting.

17. 3.7 JPO – Migration Health Officer – Yangon, Myanmar

Identify new migration health project opportunities and describe and justify project possibilities consistent with approved programs and strategies; develop an analysis including mapping on gaps and needs in migration health services in Myanmar and recommendations for improving accessibility of health care and services for migrants, vulnerable migrants and victims of trafficking; support for the preparation of new project proposal development, needs assessments in other regions and states in relation to health service delivery especially in conflict/ post conflict affected areas; conduct a review of the activities on migrant health programming in Myanmar and provide recommendations to improve further the pilot health activities for migrants accessing health care services; explore opportunities with Civil Societies Organizations (CSO's), UN agencies, NGO's and private sectors on possible partnerships for a migrant health sensitive programming in Myanmar including internal IOM programs; work with Migration Health Team to develop indicators to measure conflict, interaction and programmatic progress, tailored to the different operating environments in conflict affected areas; develop risk management plans and identify ways to ensure programs do not aggravate fragile contexts, including adhering to international best practices related to 'do no harm' practices; undertake duty travel as necessary to attend relevant meetings and monitor project implementation.

18. 3.9 JPO – Immigration and Border Management Officer – Port Moresby, Papua New Guinea (PNG)

Implementing and developing IBM-related programmes/projects, ensuring compliance with identified needs and IOM's strategies, thematic guidelines and project development procedures, taking into account good practices and lessons learned; developing and conducting IBM-related training programmes and provide technical input when necessary through research and training; monitoring IBM-related issues and developments the region and contributing to the development of thematic reports and policies; contribute to data collection and analysis; conduct research on relevant assigned topics; draft and/or contribute to information sheets, presentations, training curricula and materials and thematic guidance notes on IBM, Identity Management, Travel Documents and other relevant topics; develop and/or coordinate new IBM-related programmes/projects in close cooperation with the Regional Thematic Specialist; lead in required periodic programme and mission reporting relating to IBM, especially the UN INFO, IOM Institutional Questionnaire and relevant Priority Working Groups under the PNG UNDAF; maintain strong working relationships with government and UN counterparts, other project units in IOM PNG, IOM Canberra (office of the Pacific Coordinator) with a special focus on those coordinating/implementing IBM-related projects/programmes – and provide technical input, when necessary, through research and training; monitor IBM-related issues and challenges, in close cooperation with the Regional Thematic Specialist and relevant HQ Divisions; monitor and share information in a timely manner on Calls for Proposals (CFP), Expressions of Interest (EOI) and other relevant IBM-related opportunities; undertake project related duty travel as required as well as to represent IOM at IBM-related conferences, workshops and meetings.

19. 3.10 JPO – Associate Legal Officer (LEGCR) - Manila, Philippines

Draft and review various types of contracts and agreements necessary for the development and implementation of IOM projects in a timely manner with limited supervision, taking into account IOM's legal status, IOM's contract templates and the organizational policies, regulations and rules; assist the Unit Head in drafting, revising and updating IOM contract templates, including identifying the needs of developing new templates and revising existing templates; assist the Unit Head in the maintenance, testing and user support of the Office of Legal Affairs' contracting software; draft research papers on various legal issues; follow meetings (internal and external) relevant to the Office of Legal Affairs.

20. 3.11 JPO – Project Development Officer - Manila, Philippines (CO)

Support IOM's Peace and Development Unit through technical support to the implementation of community stabilization initiatives, which may include social cohesion and socio economic programming; provide technical backstopping for the design and development of new programmes/projects, particularly in the area of community stabilization, in line with IOM Project Handbook in close coordination with the CoM, Programme Managers, relevant IOM missions, Regional Office (RO) Thematic Specialists, governmental authorities and international and regional institutions as well as partner organizations in public/ private sector; assist in liaising with relevant IOM units at HQ and RO to obtain all necessary internal approvals for submission of project documents as per IOM project development, review and endorsement SOPs and IOM Project Handbook; undertake duty travel to BARMM with the purpose of project/ programme assessment, liaison with counterparts, problem solving and new project/ programme development as well as perform internal monitoring in coordination with project managers and evaluation of ongoing IOM Philippines' initiatives, as required; provide inputs for the development and dissemination of communication and visibility materials, especially when related to programmes/projects implemented by IOM Philippines and/or for fundraising purposes; provide in close coordination with Programme Managers and CoM, comprehensive inputs on behalf of IOM for different documents requested by the United Nations Country Team or individual agencies, Government institutions, donors, IOM relevant Units at Headquarters (HQ) and RO and/or other partners; assist in liaising with different the United Nations (UN) Agencies and other partners with the purpose of sharing information on IOM programmes and activities, developing joint initiatives and, identifying new partnership opportunities, including initiatives involving the Mindanao Peace Process; keep the CoM up to date on partner and donor priorities, preferences and synergies in the field of migration as well as on new calls for proposals and initiatives launched and/or promoted by the donor community; in coordination with Programme Managers, oversee the preparation of project donor reports and provide strategic inputs to improve the quality and consistency of reporting, in line with donor requirements, IOM guidelines and within the required timeframe; support organizational and strategy development through the

drafting of terms of reference, strategy documents and other internal organizational documents as assigned by the CoM; contribute to appropriate coordination and information sharing with CoM and relevant departments at the RO and HQ; any other task assigned by the CoM within the scope of work.

21. 3.12 JPO – Project Officer (Social Cohesion & Reconciliation Unit) - Colombo, Sri Lanka

Contribute to the development and design of new projects/programmes on social cohesion and reconciliation (SCR) in close coordination with the relevant units, governmental authorities and international and regional institutions as well as partner organizations in public/private sector; assist in the implementation of the projects and initiatives under the SCR, including transitional justice and reparations programmes, durable solutions for conflict induced IDPs and refugees, national reconciliation, peacebuilding and social cohesion initiatives; design and conduct assessments, studies and develop analytical tools to identify needs and opportunities for IOM's support to the reconciliation and social cohesion in the country; assist in coordination of SCR programmes with other UN Agencies and partners on joint initiatives; contribute to developing and maintaining strong and regular liaison with the programme's partners, such as government authorities, diplomatic missions, and any other concerned agencies and working groups; draft periodic and regular reports, prepare briefings, statistical/narrative reports and background information, including specific information requested by donors, national or local government, and other entities; participate in workshop, seminar and other meetings of governmental and non-governmental entities, as required; undertake duty travel as required.

22. 3.13 JPO – Regional Migration Policy Support Officer (ROAP) – Bangkok, Thailand (RO)

Support the Unit's work related to the Organization's roles in support of the Implementation and Follow-up Review of the Global Compact for Safe, Orderly, Regular Migration (GCM) and Migration in the Agenda 2030 for Sustainable Development (SDG), including responding to request related to policies, development of tools for capacity development and knowledge management in the relevant areas; support the Country Offices (COs) with various migration policy matters, as well as the national implementation of the GCM and SDGs, including the UN Sustainable Development Frameworks; maintain a knowledge management system for regional migration trends and policies, good practices etc, closely working with the Regional Research Officer, Regional Thematic Specialists (RTS) and Country Offices; assist in preparations and production of policy briefs and other products, including cross-thematic topics, working closely with RTSs and the Cos; support strengthening of regional partnership with multi stakeholders of migration, and identify opportunities for joint initiatives and collaboration together with the RTSs and Cos; assist with the resource mobilization efforts at the regional level and support the COs where needed; assist in monitoring the implementation of the Regional Strategy and updating as required; prepare and create various information tools, products, presentations etc for the ROAP, closely working with the RTSs and Media Unit; support the COs in a similar range of activities.

23. 3.14 JPO – Migration Governance Officer - Dili, Timor Leste

Manage all technical aspects of the implementation of Migration Governance programming; conduct field visits for feasibility and needs assessments for Migration Governance related project activities including technical assessments, trainings and Monitoring and Evaluation; develop, contextualize and deliver Migration Governance and other training plans, related training manuals and Standard Operating Procedures (SOPs) in coordination with relevant Government counterparts for strengthening migration governance; coordinate, oversee and evaluate capacity building trainings, in coordination with HQ and Regional Office for Asia and Pacific experts; lead and manage the day to day activities of the Migration Governance team in close coordination with the Chief of Mission and Migration Profile Consultant; lead and manage the day to day activities of the technical development of migration governance framework in close coordination with the Chief of Mission; support the Mission to develop projects in line with IOM and donor requirements; exercise quality control over all inter-agency and inter-governmental procedures, documents, Data Sharing Agreements, Memoranda of Understanding and ensure proper follow-up as necessary; support the Government of Timor-Leste to strengthen migration governance; deliver capacity building initiatives of the relevant government counterparts focusing on ensuring adequate transfer of knowledge and skills to relevant officials to ensure efficient procedures and effective implementation of the migration governance framework; provide inputs including progress updates on implementation of activities, capacity building

initiatives undertaken, assessments carried out, challenges, proposed recommendations to overcome challenges etc. to the Chief of Mission; prepare for the timely submission of reporting on projects, including ad hoc, monthly, interim, quarterly, annual and end-of-project reports; take the internal lead to identify and recruit qualified technical staff needed to support the continuous development of Migration Governance initiatives; in coordination with the Chief of Mission represent IOM and participate in meetings with other agencies, donor and government counterparts; in consultation with the Chief of Mission coordinate with other units as required.

24. 3.15 JPO – Project Officer – Port Vila, Vanuatu

Represent IOM where needed to UN teams (PHT and country teams), National Disaster Management Agencies (NDMAs), Technical Working Groups (TWGs) and partners and donors; develop and maintain strong and regular liaison with IOM partners, such as governmental authorities, clusters and working groups, diplomatic missions, and any other concerned agencies aiming at coordinating and promoting the portfolio of migration, climate change, displacements and the environment in the Pacific region; develop and implement projects/programs in line with donor requirements and project work in liaison with the IOM Canberra Project Development Unit; monitor and expedite programme implementation through discussions and correspondence with project staff, as well as with government authorities and project partners, and through field and project visits; develop, participate in and contribute significantly to training and workshops on migration, climate change, displacement and the environment; prepare and/or ensure timely preparation and submissions of all project/programme reports according to IOM and donor formats as required. Prepare regular updates, programme summaries, press releases and other relevant materials; in close coordination with IOM colleagues, donors and IOM missions in the region, contribute to strategies related to migration, climate change, displacement and the environment; implement needs assessments in the fields of migration, climate change, displacement and the environment through meetings with different partners and stakeholders as well as undertake desk research, compile and produce concise reports with follow-up recommendations and opportunities; monitor local and regional developments in the migration, climate change, displacement and environmental nexus; prepare presentations, talking points, and briefs on issues of concern for IOM Vanuatu for the Chief of Mission, Vanuatu, and Chief of Mission and Advisor for the Pacific.

EUROPE, EASTERN EUROPE & RUSSIAN STATES (1)

25. 4.1 JPO – Migration Data Officer – Berlin, Germany

Support the data collection and analysis of data on well-managed migration policies for SDG indicator 10.7.2; support the organization of the International Forum on Migration Statistics (IFMS) in 2020 and 2022, organized by IOM with UN DESA and OECD, and in particular establish a network of migration data experts across countries, regions and institutions; provide cutting-edge analysis on emerging migration trends at the global, regional and national levels; assist with ongoing projects, which may involve the Global Migration Data Portal, the Migration Governance Indicators, Missing Migrants and others; helping to prepare presentations made by GMDAC at workshops, conferences, and policy forums; assisting with production of guidance materials on migration research and data.

MIDDLE EAST (4)

26. 5.1 JPO – Project Development and Policy Officer – Manama, Bahrain

Assist in engaging with relevant governmental and non-governmental actors in the GCC to promote IOM's work and support collaboration in the region relating to labour mobility, migrant assistance, and counter trafficking; keep up to date about funding trends, policies and strategic priorities and budgetary planning cycles related to financial instruments and thematic programmes in region; assist Project Manager in identifying project opportunities based on national and regional needs; pro-actively seek potential funding sources among government and non-government donors, in line with IOM's overall MENA strategy as well as Bahrain Country Strategy in addition to ensuring contribution to Global Compact for Safe, Regular and Orderly Migration (GCM) objectives; assist Project Manager in strengthening IOM internal coordination and information sharing at UNCT level; fulfil evaluation reports and reporting requirements for relevant projects;

prepare IOM's inputs and activity reports in contribution to UNCT-wide coordination and assessment mechanisms and platforms; draft concept notes/project documents to share with counterparts and donors, finalize them for internal endorsement with respective RTS/HQ/ACO/LEG; assist with the preparation of briefing materials for high-level meetings and resource mobilization as required; undertake duty travel relating to project and policy development as required.

27. 5.2 JPO – Labour Mobility and Human Development Officer – Cairo, Egypt (CO)

Support operational and technical coordination between the three pillars of the LHD Unit's portfolio namely support to project development and implementation, project reporting as well as monitoring and evaluation on projects related to the Unit's three-pillared approach; provide support and technical expertise on inter alia, issues related to expatriate engagement, remittances and investment; labour mobility, ethical recruitment and migration data; as well as on migrant integration, community cohesion and social inclusion, in the form of drafting of papers, briefs, concept notes, and ToRs; contribute to consolidating the strategic and programmatic approaches in the LHD Unit by linking them to the IOM Egypt's Country Strategy as well as other external reference documents – including the Global Compact on Migration (GCM), the Sustainable Development Strategy – Egypt Vision 2030, the Sustainable Development Goals at large, and the Migration Governance Framework (MiGOF); support the Head of LHD Unit in strengthening the institutional relationships with national stakeholders and expatriate groups as well as potential technical, financial, institutional and operational partners in Egypt, in the MENA Region and elsewhere; prepare regular updates and other reports to donor covering project activities and budget use in accordance with IOM and donor's requirements; keep abreast of labour market and migration trends within Egypt and neighbouring countries as well as key countries of origin, and propose new IOM strategic interventions, for project development in coordination with the Regional Office for Middle East and North Africa's and Headquarters' thematic specialists; devise conceptual approaches to support the increase of South-South Cooperation on issues related to expatriate engagement and contributions to development; labour mobility governance and migrant integration; undertake duty travel relating to project activities, monitoring and liaison with counterparts. Represent the Organization in meetings where appropriate.

28. 5.3 JPO – Liaison and Policy Specialist – Cairo, Egypt (RO)

Assist in the collection of inputs on strategic policy matters from the COs to the RO and feed them into the policy-development process for the MENA region; contribute to the dissemination of IOM policies and positions within the region; assist in the interpretation of IOM strategic policies to the regional context and advise the Senior Regional Liaison and Policy Officer and relevant RO staff as to key priorities for the region; contribute to the coordination, design and development of the Regional Office's 2020-2023 Strategy for the Middle East and North Africa; help Country Offices in the delivery of migration policy support to states and other stakeholders at the regional level, as well as help identify where needed such support at county levels; assist the Senior Regional Liaison and Policy Officer to help Country Offices in the identification of needs and gaps in policy and institutional frameworks and identify priorities; support the rollout of the Regional Policy Hub in coordination with the HQ Policy Hub; support the promotion and prioritization of whole-of-government and whole-of-society approaches; assist Country and Regional Office in operationalizing UN reforms at the Country and Regional Level; support the organization of high level migration policy events and capacity building for a for Member States and key partners; support the implementation of key migration policy trainings, e.g. Migration Governance Framework, SDGs and assist in applying tools developed by the Policy Hub to support states; contribute to the development and coordination of migration policy-development tools for the benefit of states and other stakeholders in line with relevant international frameworks.

29. 5.4 JPO – Project Development and Reporting Officer – Amman, Jordan

Provide support to the Chief of Mission in the implementation of the UN Sustainable Development Framework (UNSDF) 2018-2022; contribute to providing inputs to the UNSDF working and results groups; provide support to various work related to the Sustainable Development Goals (SDGs), both at the policy and implementation level, especially SDG 10.7 on well managed migration; support the Chief of Mission IOM contribution to the Global Compact on Migration (GCM), building on the already conducted national

consultation process and beyond; contribute to the design and development of new projects in line with IOM Jordan's Mission Strategy for 2019/beyond in close coordination with the relevant IOM units, using data analysis and illustrating strategic trends and their implications; support relevant/assigned programme managers in planning, organizing, developing and monitoring projects including but not limited to initiatives that promote IOM image and activities in Jordan and in the region; produce analysis of programme data and identify methods to use the results for services and programme improvement; work together with sectoral and programme partners to gather and analyse data for periodic project review(s) and internal evaluation(s); share findings and recommendations of project reviews with relevant programme managers to ensure that related recommendations are taken into account for the continued implementation of the programme and future project development; collect, compile and analyse overall information on IOM's role and presence in Jordan including activities, initiatives, programmes/ projects and achievements; prepare background information documents, notes and presentations on various topics of relevance to the IOM Mission as required; ensure finalization of documents or regular reports including but not limited to quarterly progress reports, situation reports, briefing and background information required by IOM, donors, Government and other entities in coordination with the relevant programme team(s); stay up to date regarding assessments and reports produced by other agencies and organizations and ensure relevant and important information is incorporated in IOM Jordan reports and future strategies; ensure appropriate liaison with Information Management Unit/focal points is maintained for tracking and reporting; liaise with established institutions (including government, donors, UNCT and other partners within the country) and with colleagues at RO and HQ level for project development and reporting; represent IOM in different Inter-Agency fora in order to report on activities, identify opportunities for project development and support the coordination of IOM's work with other partners in close coordination with the supervisor.

GENEVA IOM HEADQUARTERS (23)

30. 6.1 JPO – Programme Advisor (Preventing Violent Extremism) – Geneva, Switzerland

Support the development of frameworks and guidance for IOM on PVE in the context of prevention of recruitment and programming that addresses drivers (push and pull factors) of vulnerability to recruitment; support the development of M&E frameworks, including indicators and outcomes for PVE-related work; ensure learning across programmes and the curation of knowledge management on PVE as resource for field missions, including through the production of external and internal materials on good practice and lessons learned; provide secretariat function for the IOM PVE Task Force, including convening, note-taking and dissemination; ensure regularized communication with field missions and regional offices on evolving PVE guidance; assume responsibility for project review and endorsement functions relevant to IOM's PVE programming; provide technical assistance to field missions on PVE project development and carry out periodic field work as required; undertake periodic on-site monitoring and field travel to assess PVE programme performance, risks and opportunities and engage with key programme interlocutors and beneficiaries; provide coordination with UN and key actors and donors on issues pertinent to PVE; provide direction and guidance to in-country programme teams in operational aspects of planning, implementation, monitoring, evaluation and reporting of PVE-related programme activities; support IOM in PVE-related inter-agency meetings, conferences, and other relevant fora; stay abreast with emerging issues related to returning foreign fighters, family members and associates and the challenges related to integration, prevention of recidivism and potential radicalization in return communities, as well as potential entry points for deradicalization initiatives; develop areas of work around issues of PVE in the context of protracted displacement, including development of guidance; lead or facilitate collaboration with research institutions on vulnerability of migrants to violent extremism across the migration cycle.

31. 6.2 JPO – Associate Research Specialist– Geneva, Switzerland

Supporting the preparation of the World Migration Report 2022 which will involve research, drafting parts of chapters, data-checking, assisting in preparation of the WMR 2022 workshop in Geneva in 2020, supporting dissemination and communications of the WMR series and other tasks to support WMR preparation as needed; assist the Division with desk-based research and communications/dissemination activities for publications on a range of migration topics beyond the World Migration Report; assist in the

development of research project documentation, such as concept notes, project proposals, donor agreements and project reporting; assist with the preparation of any other events organized by the Division, including the lunchtime seminar series in HQ; assist to internal and external research queries.

32. 6.3 JPO – Migration Law Officer – Geneva, Switzerland

Provide advice and guidance to Headquarters and IOM Field Offices in the area of International Migration Law (IML) in coordination with other members of the Unit; liaise and collaborate on migration law issues with relevant experts in the United Nations system and with other international and regional organizations as well as protection mechanisms; in coordination with more experienced migration law officers of the Unit review national legislation on migration-related matters and advise governments on how to develop their migration legislation and/or improve compliance with international law; in coordination with more experienced migration law officers of the Unit and other relevant colleagues, review migration-related policies and advise governments on how to ensure compliance with international standards; review and comment on research reports, articles, presentations, policy documents prepared by governments, international organizations, NGOs and members of academia; coordinate support to the IOM Offices in the planning, implementation and finalization of projects with IML components. In coordination with other experts from the Unit, provide advice on human rights-based approach to migration programming; develop and manage IML projects.

33. 6.4 JPO – Migration Policy Officer – Geneva, Switzerland

Support the Division as institutional focal point on international organizations and manage the process of mapping and assessing IOM's experience in engaging with these. This includes: taking stock, through regional offices of field level interaction with other international organizations and experience to date; map out the various international organizations working on migration issues and their interaction with IOM, and support through coordination with various offices, the articulation of IOM positions in engaging with these. Coordinate IOM briefings and talking points in anticipation of major meetings and consultations; ensure the updating of IOM's experience in liaising and regular briefings on international organizations and with their representatives, by devising and updating an appropriate customer management relations repository; ensure the IPD website is updated and maintained; assist in pursuing identification of a suitable electronic support database for managing, tracking, and storing regular information and contacts of IOM offices with relevant international organizations; contribute to harmonizing IOM's engagement in activities addressing complex migratory flows through mapping existing mixed migration initiatives and task forces; support the consolidation of institutional approaches to mixed migration and to Search and Rescue (SAR) / protection at sea activities; support regular liaison primarily with UNHCR Asylum and Migration unit on matters related to complex / mixed migration flows in close coordination with relevant substantive departments and the Multilateral Processes Division; contribute to the Division research, communication, coordination and guidance assignments by initiating and coordinating official communications, talking points, statements, etc.; arrange and report on internal and external meetings as requested/required; represent the Division at internal meetings and ensure relevant substantive reporting thereof. Prepare statements, background documents and reports for relevant meetings and events; assist the IPD team with the development and preparation of its progress reports and updates, and in the participation to internal as well as external international events on migration.

34. 6.5 JPO – Immigration and Border Management Specialist – Geneva, Switzerland

Monitor visa policy issues and trends in relevant regions and countries and prepare regular updates analyzing possible programming opportunities for the division/unit; monitor privatization trends in the field of visa processing and support the Head of the IV unit in strategically positioning IOM in that field; contribute to

baseline assessments of regional and national visa policies and practices and draft relevant reports and recommendations for follow-up action; draft information and guidance materials for both internal and external use in conjunction with the global IBM RTS network and other concerned IOM colleagues; engage in policy dialogue with IBM Regional Thematic Specialists and other divisions with a view to coordinate and enhance IOM's institutional understanding of visa policy issues and to strengthen organizational knowledge management on this subject matter; explore avenues for cooperation with other relevant international organizations, NGOs/civil society organizations, academia, and the private sector; maintain necessary contacts and build relationships globally with relevant internal and external partners towards increasing awareness for IOM's capacity in the field of visa policy.

35. 6.6 JPO – Labour and Human Mobility Officer – Geneva, Switzerland

Following the developments, collection, compilation and conceptualization of issues related to labour migration and mobility, including best practices in national policy and legislation development and implementation; interstate cooperation, such as bilateral labour agreements and memoranda of understanding, social and mutual recognition agreements; skills partnerships; consultative processes on labour migration; skills, jobs, talent and students' mobility; the future of work and its nexus with migration; different stakeholders' roles in labour and human mobility and other relevant issues; further development and maintenance of a knowledge management (KM) system on human and labour mobility facilitation integrated into LHD system; research and support the conceptualization of the interlinkages and interrelation between other areas of migration management, such as migrants' protection and assistance, immigration and border management, migration and health, migration, environment and climate change and others. Explore opportunities for joint projects and initiatives and synergies; propose and draft briefing papers, guidance notes, presentations, policy and position documents on labour and human mobility aspects; propose, formulate and draft frameworks, tools, methodologies and other instruments supporting globally the missions in programmatic approaches, project development and implementation on labour and human mobility; maintain and further develop close working relations with governmental institutions, UN Agencies, the private sector, civil society organizations, and internal and external networks of policymakers. Attend and represent when necessary, support the Unit and Division's work in international fora, conferences, seminars, meetings, etc.; support training and capacity building efforts of the Unit for and in cooperation with relevant stakeholders; collect, classify, maintain and update the roster of external experts on labour and human mobility.

36. 6.7 JPO – IBM Specialist, IOM Development Fund – Geneva, Switzerland

Support IOM missions and Regional Offices in conducting migration and border management assessments; follow developments in the field of counter migrant smuggling, border and identity management systems and biometrics in order to update convened colleagues in the HQ, regional offices and missions processes; keep abreast of developments in the IBM area of border security; contribute to the draft of internal guidance notes and project documents; participate in IBM specific and cross thematic working groups and delivering advice; in coordination with the IDF Administrator, assist in reviewing and coordinating with all stakeholders IOM Development Fund applications and reports on the Project Information and Management Application (PRIMA) related to the thematic IBM area, including Counter Migration Smuggling (CMS), as well as thematic related areas such as migration health, counter trafficking and assisted voluntary return; participate in international IBM related for and deliver trainings in various IBM technical areas; contribute to the organization of conferences and workshops; deliver situation reports, write articles and publications; develop new IBM-related programmes/projects in cooperation with COs and/or targeting countries without representation, ensuring compliance with identified needs and IOM's strategies, thematic guidelines and project development procedures, and taking into account good practices and lessons learned in the field; develop and conduct IBM-related training programmes and provide technical input when necessary through research and training; monitor IBM-related issues and developments globally and contribute to the development of thematic reports and policies; track all projects and draft the yearly IOM IBM Program compendium; provide the Immigration and Border Management Division (or other concerned HQ division)

with updates on on-going projects, as well as projects under development; maintain strong working relationships with project development officers and project managers globally – with a special focus on those coordinating/implementing IBM-related projects/programmes – and provide technical input when necessary through research and training; undertake duty travel as required to conduct programme assessments, liaise with counterparts, represent IOM at IBM-related conferences, workshops and meetings, deliver training and/or presentations, and assist ROs and COs with troubleshooting

37. 6.8 JPO – Migration Health Emergency Response Officer – Geneva, Switzerland

Assist in establishing and promoting global technical policy guidance and provide support to IOM's overall health response to crisis affected populations in close coordination with other Migration Health Division (MHD) technical areas such as Mental Health and Psychosocial Response and Inter-Cultural Communications, health implications of population mobility in emergencies, climate change and environmental degradation preparedness planning, migration and response; engage and actively coordinate with the Preparedness and Response Division (PRD) of the Department of Operations and Emergency (DOE) and other Departments at Headquarters and field offices in emergency preparedness and response; support the development and integration of health programs into IOM's comprehensive emergency response particularly in IOM's lead role in Camp Coordination Camp Management Cluster in natural disasters, as well as in IOM responses to climate change and environmental degradation; represent IOM in meetings related to Global Health Cluster in Geneva or elsewhere, and coordinate and liaise with the Inter-Agency Standing Committee (IASC) Mental Health and Psychosocial Support (MHPSS) Working Group, the Inter Agency Working Group on Reproductive Health, major UN agencies, NGOs, academic institutions and donors involved in health response in crisis events; support field offices in setting up and/or running of emergency health response programming and ensure harmonized implementation of activities that are delivered within the framework of national health response strategies; assist field offices in overseeing resource deployment, project activation, implementation and reporting to partners and donors; and evaluation of emergency health related programs; support the management of the emergency health staff roster in collaboration with PRD; compile and or develop a set of guidance notes and reference pool of effective practices and lessons learned from previous emergencies; provide technical assistance to field offices in preparing the health chapters and proposals for inclusion into rapid response funding such as CERF, Flash Appeal and Consolidated Appeal among others.

38. 6.9 JPO – Migration Health Officer – Geneva, Switzerland

Assist in the development and maintenance of the MHD Community of Practice, the MHD portal and MHD web, as tools to improve capacities based on staff development needs and access to information; conduct evaluation of training needs and develop a plan and associated timeline for training activities, including webinars, online training and other innovative mechanisms to develop internal MHD's capacities and increase joint actions through the strengthening of teamwork. Consider the humanitarian-development nexus as an approach to be prioritized; assist in the development of an orientation package for new MHD staff member; support the management of the migration health staff roster in collaboration with RTS, regional and national program coordinators and HQ; assist in establishing and promoting global technical policy guidance and provide support to IOM's overall health response in close coordination with other Migration Health Division (MHD) technical areas such as Migration Health Policy, Migration Health Assistance for Crisis Affected Populations, Mental Health and Psychosocial Response and Inter-Cultural Communications and the Migration Health Assessment Program; support field offices in setting up and/or running of migration health programming through support to endorsement of project proposals and ensuring harmonized implementation of activities that are delivered within the framework of national health response strategies, including assisting in the development of a quality monitoring and evaluation tool for health project performance monitoring; compile and or develop a set of guidance notes and reference pool of effective

practices and lessons learned from previous projects; assist in reporting on health-related programmes and activities into institutional and donor platforms and frameworks, including but not limited to annual reports, business case studies and call to action frameworks.

39. 6.10 JPO – MPA Research Officer – Geneva, Switzerland

Develop new research on Migrant Protection and Assistance thematic issues, including, but not limited to: migrant protection and vulnerability; human trafficking and the exploitation and abuse of migrants; preventing exploitation and abuse in global supply chains; and, return and sustainable reintegration; leverage IOM data for research and analysis, including MPA case data (e.g. victims of human trafficking, vulnerable migrants, and return and reintegration case data) and migration flow monitoring and displacement tracking datasets; contribute to research design for relevant projects, including the development of survey tools and sampling methodology; support the development of partnerships with UN organizations, governments, international NGOs, academic partners, and the private sector to develop the evidence base on all MPA thematic areas; participate in international and regional fora relating to research within context of MPA programming; support the development of standard operating procedures, guidelines/policies, tools and capacity-building material to strengthen MPA information management and research activities and IOM case management systems (MiMOSA) usage. Ensure the application of IOM's Data Protection Principles, Data Governance Policy, and other relevant ethical and operational guidelines; support the development and expansion of the Counter-Trafficking Data Collaborative (CTDC)(<https://www.ctdatacollaborative.org/>) through the exploration, cleaning, integration and analysis of new data sets from existing and future partners. Support the development of new content and features (including data stories, maps, new data visualisation tools); and help improve to the CTDC interface and user experience; support the development of a global programme of capacity-building for governmental and non-governmental partners on data on Migration Protection and Assistance issues, including safe and ethical data collection; data standards and data management best practice; and data governance frameworks for the use of such data; support the development of a global measurement framework and set of tools for estimating the prevalence of human trafficking for forced labour, in partnership with other UN partners; provide support and guidance to field missions in developing projects and programmes with data collection, analysis, and research components; cooperate closely with IOM's Displacement Tracking Matrix (DTM) Unit to produce essential data on human trafficking, abuse and exploitation of migrants and return and reintegration in IOM's migration flow monitoring and displacement tracking operations; help to improve alignment for data collection and analysis mechanisms workflows between MPA and other IOM divisions and departments.

40. 6.11 JPO – Associate Legal Officer – Geneva, Switzerland

Conduct research, prepare reports and draft opinions on a variety of in-house legal issues, including privileges and immunities, governing bodies, constitution and mandate of IOM, and data protection; prepare or review papers or speeches on various legal issues; draft research papers on various legal issues; follow meetings (internal and external) relevant to the Office of Legal Affairs; draft and review various types of contracts and agreements taking into account of IOM's legal status, IOM's contract templates and the organizational policies, regulations and rules.

41. 6.12 JPO – Preparedness and Response Project Support Officer – Geneva, Switzerland

Review and edit project proposals in the area of emergency preparedness and response; review and edit reports, memos and other documents in the area of emergency preparedness and response; provide technical inputs to ensure the implementation of activities in line with international standards and program requirements; collate and compile information from the field on implementation progress and provide regular updates to Program Manager and other relevant units within the DOE in IOM Geneva; develop proposals and draft reports and information sheets as per the Program Manager's request; work closely with the emergency response team and ensure good sharing of information between IOM Country Offices worldwide and IOM Geneva; attend internal and external meetings and report back on such meetings.

42. 6.13 JPO – DDR and PVE Specialist – Geneva, Switzerland

Review and support the development and endorsement of DDR and PVE related programmes; conduct research on emerging DDR and PVE issues, support the dissemination of information to Field Missions; provide coordination and technical support to the IOM CT-PVE Task Force and support guidance development and dissemination; monitor and report on programming associated with DDR and PVE, with the overall aim of assisting IOM Missions to undertake effective and well-coordinated programming and to better disseminate information to partners and stakeholders.

43. 6.14 JPO – Strategic Coordination and Analysis Officer – Geneva, Switzerland

Identify and proactively promote best practices and innovations from within the department and the field and assist in applying the principles and practices that are essential for successful programmes, organizational learning and improved decision-making in the field and headquarters; serve as a focal point for ensuring that DOE's interests and priorities are adequately consolidated and represented and reflected in the internal and external outputs of the organization; liaise with the Officer of the Inspector General (OIG)/ Office of Director General (ODG) Monitoring and Evaluation section and RBM on M&E best practices and frameworks, as well as inter-departmental or Whole of Organization knowledge management efforts; respond to requests from throughout the organization for information and departmental engagement Coordinate and implement institutional business processes, e.g., PRIMA, risk management, Results Based Management (RBM); MiGOF, etc.; prepare background information and analyses required for proactive engagement with mission states, and donors as required; prepare focused research and strategic data and policy analysis, and prepare periodic reports/publications to showcase departmental activities; consolidate and edit departmental input.

44. 6.15 JPO – Land, Property and Reparations Support Officer – Geneva, Switzerland

Support the consolidation of the information related to the past and current IOM-LPR projects and develop an LPR Compendium; assist with the development of the LPR Toolkit and training materials; develop research and data collection methodologies and conduct field assessments if required; conduct background research on issues related to land and property restitution and transitional justice; contribute to the writing of analytical or policy papers related to displacement, land and property and transitional justice; support the development and writing of project proposals at global or country level; review and analyze projects and activities initiated by IOM offices; liaise with colleagues from other divisions and units and support the integration of LPR issues into broader IOM programming; represent IOM at relevant inter-agency working groups and meetings; prepare draft division, project or activity reports; regularly update the LPR visibility materials, including the LPR website and social media platforms; assist with the organization of events including conferences, trainings, donor briefings etc.; assist with the paper and email correspondence in regards to past, current and future claim programmes.

45. 6.16 JPO – Resettlement Officer – Geneva, Switzerland

Reviewing and/or providing advice on the endorsement and tracking of resettlement related programmes/projects, including the ERCM; supporting the drafting of project narratives, framework agreements and amendments for resettlement projects and initiatives led by IOM-HQ; preparing for internal and external conferences, events, or workshops hosted by RMM; Supporting the coordination with various IOM divisions/departments to prepare agenda and meeting material, and help ensure objectives are met post-conference; contributing to the development of thematic reports and policies related to resettlement; reviewing of existing visibility material which illustrate IOM's work in resettlement and support the development of new material; contributing to the development of RMM training materials related to resettlement and provide technical input when necessary through research; compiling and consolidating

existing thematic guidelines and project development procedures to improve knowledge management, taking into account good practices and lessons learned in the field; liaising with Missions on mainstreaming/rolling-out internal frameworks related to Protection Mainstreaming and Accountability to Affected populations (AAP); review and advise on the endorsement and monitoring, and donor reporting of resettlement-related programmes/projects, including the ERCM; Monitor issues and challenges, in close cooperation with the Regional Offices, if/when available, COs and relevant HQ Divisions; collect and compile input to build a resettlement compendium in coordination with MHD (Migration Health Division) and LHMD (Labour and Human Mobility Division), the RMM Statistics Unit, relevant Missions and Regional Offices; track RMM attendance in various external meetings under umbrella of the Annual Tripartite Consultations on Resettlement (ATCR) and Working Group on Resettlement (WGR). Support with the monitoring and follow-up of ATCR/WGR initiatives; contribute to data collection and analysis of RMM's resettlement portfolio; conduct research on relevant assigned topics; draft and/or contribute to information sheets, presentations, training curricula and materials and thematic guidance notes on resettlement; undertake duty travel as required to conduct programme assessments, develop and/or deliver training, and assist Missions with the mainstreaming/rolling-out of internal frameworks.

46. 6.17 JPO – Junior Protection Officer– Geneva, Switzerland

Support the Department of Operations & Emergencies (DOE) Protection unit with the roll out and implementation of its strategic approach to build the IOM's protection capacity in humanitarian responses; support protection activities of targeting country missions with capacity building efforts through conducting assessments and delivering thematic training sessions, offering technical advice, and based on assessed needs, developing training tools; assist with analysis of Displacement Tracking Matrix (DTM) data for the design and implementation of protection related activities on key identified theme; contribute to the systematization and consolidation of information on IOM's protection related programming in humanitarian settings; support the preparation of communication and visibility materials, as well as training on protection to support awareness and capacity building; assist in IOM's participation in inter-agency protection related fora, working groups, workshops, seminars and other meetings including through the preparation of thematic input; engage in the production of reports covering protection related activities; prepare briefing, statistical/narrative reports and background notes including specific information requested by IOM units and external entities.

47. 6.18 JPO – Shelter Officer– Geneva, Switzerland

Assisting in development of humanitarian shelter and settlement strategies at global level; compiling and developing technical guidance, technical briefs, references and information and communication materials for IOM field missions and IOM-led shelter clusters; providing remote and surge support to field missions in developing project proposals, outcome documents, and other relevant initiatives; provide technical inputs to ensure the implementation of activities in line with international standards and program requirements, including gender and gender-based violence risk reduction mainstreaming; compiling managing and analysing information received from IOM's field offices, including update info-sheets, newsletters, websites and other internal/external publications; assisting in developing MoUs for standby partnership agreements with relevant shelter partner organizations; organizing or participating in relevant shelter meetings, and liaison with shelter partners to enhance IOM shelter network; develop proposals and draft reports and information sheets as per the Program Manager's request; work closely with the emergency response team and ensure good sharing of information between IOM Country Offices worldwide and IOM Geneva; support field offices with Shelter/CCCM cluster coordination roles; support the consolidation of IOM's role in the Shelter Cluster by attending/organizing meetings and working groups, and by assisting in developing relevant documents; contribute to Shelter and Disaster Risk Reduction relevant research initiatives through administrative assistance and desk-based works.

48. 6.19 JPO – Camp Coordination and Camp Management Officer – Geneva, Switzerland

Monitor existing CCCM sectoral coordination platforms, maintaining a dialogue with IOM field offices, donors, Global CCCM Cluster co-lead agency and partners on a regular basis to ensure relations remain strong and

to address concerns; keep abreast on discussions related to disaster induced displacement, climate change across humanitarian and development platforms; identify needs, gaps, and priorities for the engagement of the CCCM sector, including in support disaster preparedness efforts of national authorities and local partners; assist with the development of guidance, tools and training material on disaster preparedness and response for situations inducing mass population displacement, building on/complementing existing tools such as the MEND guidelines, the MaSC toolbox etc.; help developing surge deployments starter kit on coordination systems set up; keep track of global cluster initiatives, provide updates, summaries, and content for the cluster on-line platforms; support close collaboration with the Protection Cluster, the GBV Area of Responsibility, (AoR) the Child Protection AoR, the task team on persons with disabilities, and contribute to build synergies on protection mainstreaming initiatives; ensure close liaison with Education Cluster and other relevant clusters and AoRs on discussions related to the use of schools as evacuation centers during disasters; compile case studies and lessons learned to feed into global guidance; assist drafting project/programme proposals and reports in collaboration with the Cluster coordinator, as well as development of internal strategies and resources; support planning, logistics, and implementation for Global CCCM Cluster and IOM events, including preparation of training, workshops, cluster retreat, cluster coordinator training, and simulation exercises; undertake duty travel as required.

49. 6.20 JPO – Data Science and Analysis Specialist – Geneva, Switzerland

Using data analysis, interpretation and visualization to understand and illustrate strategic trends and their implications for operational migration and migration policy; contributing to the further development of the IOM's digital knowledge and analysis tools, such as migration maps, and maximize value to the IOM's partners and stakeholders; working with IOM teams and external experts in academia, think tanks, government and industry to capture, review and synthesize relevant knowledge and insights; supporting, where necessary, all aspects of the team's work; assist in the access and manipulation of complex datasets from various sources and formats; create new and improved techniques and/or solutions for data collection, management and usage; help maintain the technical aspects of Business Intelligence dashboards as well as curate cutting-edge online content to help provide an in-depth perspective on migration issues.

50. 6.21 JPO – Treasury Systems Officer – Geneva, Switzerland

Assist the Treasury Unit in gathering and analyzing information from missions related to Treasury activities and payment processing cycle; assist in technical projects related to automation of Treasury systems and processes including, payments, reconciliations and back office trading processes for investments and foreign exchange; assist in the roll out of the Treasury system to all IOM Missions worldwide; assist in bank master data update project to ensure consistent and correct bank master data is regularly maintained in the ERP system as the foundation for global automated payment systems; provide high level user support and assistance to colleagues operating various banks propriety software and interfaces; develop and manage guidelines and Standard Operating Procedures, including Work Instruction Manual (WIMs) for TMS.

51. 6.22 JPO – HR Planning, Coordination & Reporting Specialist /Special Assistant to the Director HR – Geneva, Switzerland

Track status of implementation of the IOM People Strategy; prepare progress reporting, liaising with other areas within HRM's as required; identify issues in delivery and propose solutions for the consideration of the Director; coordinate the Division's input to regular and ad-hoc reporting to the Office of the Director General or governmental bodies including Annual Report; manage HRM budget in coordination with the budget division; oversee expenditures/obligations against allotments advising management on issues related to availability of resources; oversee the procurement process including RFP/Q submissions, in coordination with other DRM colleagues to ensure compliance, transparency and consistency of the process; sustain and develop relationships with counterparts in other IOM Divisions on reporting and budget management processes to ensure HRM's compliance and anticipation of new reporting requirements; organize information required from HRM to support audit and oversight activities e.g. Board of Audit, including participating in and responding to oversight and audit reports (internal and external) and ensuring appropriate corrective actions are taken on audit findings; assess approaches for monitoring HRM activities and the development/evolution of reporting mechanisms. Identify areas where reporting can be improved to highlight HRM achievements against work plans; implement risk management framework and establish

controls to minimize risks; undertake research on substantive and management issues and draft or coordinate statements, talking points, briefing documents, background papers, presentations, project documentation and other types of documents, as well as substantive analyses and summaries of reports requiring action by the Director; coordinate, schedule, and record the minutes of key meetings attended and chaired by the Director, including interagency activity, and follow-up on actions required as a result of these; facilitate the organization of the annual Career Development Roundtable;

52. 6.23 JPO – Occupational Physician – Geneva, Switzerland

Develop and implement the IOM OSH framework at headquarters working with other departments (Security, Ethics, HR -Legal) to identify and address rationally duty of care obligations, in line with the HLCM CEB 2015 recommendations. Promote the use of the Mandatory Health Support Elements self- assessment tool in 6 IOM Mission (location to be determined), review and analyze it as well as provide guidance on preventive actions to be taken to meet the UN standards. Develop the IOM Road Accident “Post-Crash response” Standard Operating Procedure in coordination with other Units (e.g.: Security and UN Medical Directors in other agencies) by outlining: the standards for timely and appropriate emergency care, particularly focusing on preparedness and response, standardized first aid, roles and actions of First Responders, technical support.