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

## TERMS OF REFERENCE

### JUNIOR PROFESSIONAL OFFICER PROGRAM (JPO) CHIFFRE NR. 2024-1-34

#### **I. POSITION INFORMATION**

**Position Title:** JPO, Capacity Development & Global Engagement Officer

**Organization:** IOM - International Organization for Migration

**Organizational Unit:** Migration & Sustainable Development Division

**Duty Station:** Geneva, Switzerland

**Reports directly to:** Head, Migration & sustainable Development

**Duration:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

#### **II. ORGANIZATIONAL CONTEXT AND SCOPE**

Migration and sustainable development continue to be a matter of crucial concern to the international community. Capitalizing on the positive relationship between migration and human development has long been a strategic focus of IOM's work on migration governance. With IOM's entry into the United Nations system, IOM's role as coordinator of the United Nations Network on Migration for the implementation, follow-up and review of the Global Compact for Safe, Orderly and Regular Migration (GCM) and the United Nations development system reform, the Organization has a clear responsibility to articulate its activities and mandate in relation to the 2030 Agenda for Sustainable Development, to report on its activities to Member States in achieving the commitments therein, and to contribute to the global discussions on migration and sustainable development.

The IOM Institutional Strategy on Migration and Sustainable Development guides this work by ensuring that IOM's programming and policy interventions draw on the 2030 Agenda and positively exploit the linkages between migration and development with the understanding that migration can be a powerful driver of sustainable development for migrants themselves,

for members of their families and for the communities in countries of origin, transit and destination.

As a part of the Department of Peace and Development Coordination HQ, the **Migration and Sustainable Development Division** is leading on planning, programming, research, policy, capacity building and advocacy efforts and providing policy, regulatory and operational guidance in matters related to humanitarian, development, and peace nexus, enhancing IOM's programming and institutional capacities in integrating migration into sustainable development policies and action plans, including UN Common Country Analyses (CCAs) and UN Sustainable Development Cooperation Frameworks (UNSDCFs or CFs) and international development cooperation. This includes working together with all IOM divisions, regional and country offices, as well as development cooperation partners and donors to strengthen capacities for ensuring that migration is leveraged for sustainable development in line with the 2030 Agenda for Sustainable Development and the Global Compact on Migration.

While institutional efforts are ongoing to ensure all of IOM's work is geared towards contributing to the 2030 Agenda, the Migration and Sustainable Development Division is leading on integration of migration into national and local policy planning and implementation to ensure that the effects of migration and the needs of migrants are considered across all governance areas, such as development, health, education and financial inclusion. This necessitates a whole-of-government approach which implies coordination across all sectors and levels of government for the refinement of existing policies or development of new policies that are aligned with and respond to the effects of migration and the needs of migrants.

Mainstreaming migration into bilateral and multilateral development cooperation plans and processes represents an important area of MSD work. To achieve this IOM: (a) supports capacity-building for all relevant actors to enhance their understanding of and abilities to support development cooperation and govern migration for the benefit of all through training, knowledge-sharing and exchanges between countries; (b) assists governments with the establishment and consolidation of coordination mechanisms across governance sectors and between national and local authorities; (c) provides technical and financial assistance for the implementation of refined or new policies that integrate migration considerations at the national and local levels

The repositioning of the UN system to deliver on the 2030 Agenda and the strong rooting that the GCM has in the 2030 Agenda provide powerful impetus for IOM to integrate the UN's multilateral development frameworks as a central pillar of its work. This involves ensuring GCM implementation is leveraged to support the achievement of the 2030 Agenda in accordance with the Institutional Strategy on Migration and Sustainable Development and through the organization's collaboration with governments, UN partners, donors and other stakeholders. Central to this work is building strong partnerships through the UN Network on Migration (UNNM or Network), for which IOM is the Coordinator and Secretariat, as well as engaging more effectively with the new generation of UN Country Teams (UNCTs) to ensure that migration issues are reflected in the UN Sustainable Development Cooperation Frameworks (UNSDCF) and broader UNSDCF priorities.

Under the overall supervision of the Director of the Department of Peace and Development Cooperation and the direct supervision of the Head of the Migration & Sustainable Development Unit, the successful candidate will be responsible for providing support to the Migration and Sustainable Development team's activities related to internal and external capacity development efforts as well as dedicated communication, knowledge exchange and

global engagement actions to strengthen IOM institutional role and position to support the achievement of the SDGs.

### **III. RESPONSIBILITIES AND ACCOUNTABILITIES**

The Junior Professional Officer will be responsible for providing capacity development support to the Migration and Sustainable Development team's activities related to internal and external capacity building, as well as dedicated communication and knowledge exchange across the team to strengthen institutional position to support the achievement of the SDGs. Specific tasks and responsibilities will include:

#### ***Empowering stakeholders by streamlining capacity development efforts***

- Support the MSD Team's capacity building efforts in the development and delivery of capacity development activities, targeting both internal (to IOM staff in Regional and Country Offices, in coordination with other Units and Divisions) and external (local and national governments, donors, and other stakeholders) partners, including preparing training agendas and training materials for the workshops, seminars, presentations, consultations, liaising and coordination with IOM and other partners to plan, coordinate and deliver activities;
- Support the development and consolidation of Migration and Sustainable Development capacity building tools to streamline the MSD offering of support to IOM staff, governments, UN partners, donors, stakeholders, and other partners;
- Support the dissemination, socialization, promotion and use of MSD capacity building tools, guidance and materials, both internally and externally, including support to the Regional and Country Offices in planning and organizing training activities, of various formats;
- Support the preparation, delivery, and sustainability of UN Network on Migration tools and guidance, in line with MSD's role as co-lead of the global workstream "Supporting Member States and the UN in implementing the GCM" articulated in the UN Network on Migration Global workplan 2022-2024.

#### ***Positioning IOM as a key development actor and developing IOM's capacity to report on IOM's contribution to the SDGs***

- Support MSD Team in planning and organizing different events and activities to showcase IOM's approaches, work and results on achieving 2030 Agenda, implementation of the GCM objectives as well as contributions to other global and regional dialogues and forums on migration and sustainable development issues. This will include dissemination of key messages, supporting the preparation of background notes, position papers, policy briefs and other inputs;
- Support the MSD team efforts to liaise, coordinate and advocate with Member States, relevant stakeholders (including UN agencies, funds and programs, NGOs) and different global and regional coordination bodies for participation in regional and global dialogues (HLPF, GFMD, RCPs, GCM Regional Reviews, IMRF, global outreach aspects of PCAPs), incl. identifying priority topics, forms of participation, engagement and coordination with colleagues from Country and Regional Offices and HQ;
- Support MSD to integrate development approaches into IOM's humanitarian and transitional operations especially in the context of the SG's Action Agenda on Internal Displacement;
- Support the coordination of the activities of the MSD-led/co-led internal and external working groups, including coordinating and scheduling WG meetings, liaising with WG co-leads and members, preparing related meeting agendas, briefs, notes, agendas, talking points; this includes dedicated support for fulfilling MSD's

responsibility as co-lead of UN Network on Migration global workstream “Supporting Member States and the UN in implementing the GCM”;

- Contribute to facilitating effective exchanges with IOM Departments, units and offices as well as with the external partners; collecting and feeding country-level results and activities into global communication outputs and products of key migration dialogues and partners, such as the HLPF, GFMD, UNNM Migration Network Hub and others;
- Contribute to the development of the MSD policy and communication products, advocacy and awareness raising actions (including carrying out desk reviews and research exercises and preparation of working and public information materials);
- Perform such other duties as may be assigned.

#### **IV. Coaching and Learning elements**

As an integral part of the IOM assignment the Junior Professional Officer will:

- Gain experience in a UN Organization, including management and international cooperation activities, as well as understanding the dynamics of regional and international initiatives and working groups.
- Gain experience in migration policies of the region and of relevant migration governance strategies and responses.
- Acquire detailed knowledge of the EU institutions and their functioning.
- Acquire in-depth knowledge of IOM operation and activities.
- Be able to draft and finalize reports, concept notes and project proposals.
- Gain experience in working with governmental, non-governmental and United Nations institutions, including through the UN Network on Migration.
- Enhance negotiation skills in a multilateral setting.

The Junior Professional Officer will be provided with regular feedback on his/her performance and progress, with special attention granted to goal setting and overcoming challenges.

#### **V. Required Qualifications and Experience**

##### **Education**

- **Master’s degree** in International Development, Migration, International Relations, Social Studies

##### **Experience**

- Minimum of two years of relevant professional experience in the area of international development cooperation, migration, human rights or international relations;
- Good understanding of migration and sustainable development issues, policies and trends;
- Experience working in multistakeholder regional or global programmes, with engagement components and/or projects implemented in cooperation with other UN Agencies, experience in liaising with governmental and diplomatic authorities, UN agencies, NGOs is an asset;
- Professional work experience in capacity development, including preparing training and meeting agendas, background materials, reports and notes for the internal and external events, workshops and trainings, planning and scheduling training events (online and in person), communication with the participants;
- Experience in drafting communication pieces, newsletters, articles, social media posts on migration and sustainable development issues; experience building or working with websites (Microsoft SharePoint) desired;
- Background/ familiarity with project cycle management and results-based management is an asset;

- Background/ familiarity with analysis and policy planning in the field of migration is an asset;
- Experience with budget management, resource mobilization and donors relations is an asset;
- Strong written and oral communication skills, strong analytical skills, and the ability to speak effectively in internal and external forums.

## **SKILLS**

- Strong analytical and research skills, proven ability to collect, analyse, and synthesize data across multiple sources;
- Strong organizational and planning skills, including event planning and organization, coordination with different internal and external partners;
- Capacity to work independently under pressure with tight deadlines, ability to prioritize and manage simultaneous critical tasks;
- Strong interpersonal, and presentation skills;
- Excellent communication skills, and advanced writing skills;
- Proven ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds;
- Advanced proficiency with full Microsoft Office Suite; knowledge of other analytical or project management tools is a plus.

## **VI. LANGUAGES**

Required

Fluency in English and French is required.

Desirable

Working proficiency of one additional UN Language (Spanish, Arabic, Russian or Chinese) is advantage

## **VII. COMPETENCIES**

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

## **Core Competencies**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2024-1-34 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**