



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. 2023-1-23

I. POSITION INFORMATION

Position Title: JPO, Coordination and Partnerships Officer

Organization: IOM - International Organization for Migration

Sector/ Organizational Unit: Global Data Institute (GDI)/ Global Migration Data Analysis Centre

Duty Station: Berlin, Germany

Reports directly to: Data Manager (MGI)

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

Under the overall supervision of the Director, Global Data Institute (GDI) and direct supervision of Data Manager (MGI), and in close coordination with relevant GMDAC and DTM colleagues, the Coordination and Partnerships Officer will contribute to IOM's internal coordination and external partnerships (particularly with other UN agencies) on migration data in order to develop and strengthen the Global Data Institute's role as the one-stop-shop on migration data for the UN system. In addition, the Coordination and Partnerships Officer will assist the Data Manager (MGI) and the Director, GDI by supporting GDI project development and coordination; contributing to a coherent and whole-of-IOM approach to the IOM Migration Data Strategy implementation; drafting, consolidating and refining GDI inputs to institutional products and processes; and contributing to raise the visibility and public profile of GDI's work.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Promote a coherent, whole-of-GDI and whole-of-IOM implementation of the Organization's Migration Data Strategy 2020-2025, through the promotion of effective collaboration within GDI as well as effective GDI coordination with IOM thematic experts in Headquarters (HQ) and IOM's Regional and Country Offices, including Regional Data Hubs.
2. Assist with the establishment and strengthening of GDI partnerships, to promote collaborative work with other UN agencies as well as stakeholders from relevant sectors, such as governments, research institutions, NGOs, the private sector, and the civil society.
3. Assist with the development of GDI strategic documents and initiatives, ensuring that they reflect IOM's breadth of work on data at global, regional and country level.
4. Draft, consolidate and refine GDI inputs to institutional products and processes, such as the Strategic Results Framework, Policy Coordination Committee materials and follow-up, data-related efforts and communities of practice in Peer Exchange and Learning on Migration (POEM) platform, annual and quarterly workplans and GDI contributions to IOM annual reporting.
5. Provide technical support to the Data Manager (MGI) and Director, GDI with GDI knowledge management, including by mapping, collecting and compiling information on IOM data work at regional and country level, organizing shared folders for the GDI, preparing talking points, presentations and other dissemination materials, conducting donor analyses, drafting and consolidating broader GDI inputs to project proposals, and supporting with donor reporting for a range of GDI projects.
6. Support project development and project review in relation to GDI strategic priorities, including the implementation of IOM's Migration Data Strategy 2020-2025.
7. Promote continuous collaboration and exchange of information between GDI and Regional Data Hubs.
8. In coordination with IOM Germany Country Office, support the development and promotion of German content based on GDI work, in order to develop strong ties with the government of Germany and to promote GDI among other German-speaking countries.
9. Perform such other duties as may be assigned.

IV. Coaching and Learning elements

As an integral part of the IOM assignment, the Coordination and Partnerships Officer will:

- Gain experience in a UN Organization, including internal coordination and external partnerships, and understand the dynamics of regional and international initiatives and working groups.
- Gain experience in migration policy and migration governance strategies.
- Practise the development of projects, reports, concept notes, and others.
- Contribute to fundraising and liaison efforts with relevant partners across sectors.
- Acquire detailed knowledge of relevant stakeholders in migration data from across sectors, such as governments, the private sector, research institutions, NGOs, and the civil society.
- Acquire in-depth knowledge of IOM operation and activities.

V. Required Qualifications and Experience

Education

- **Master's Degree** in social sciences from an accredited academic institution with a minimum of 2 years of relevant professional experience.

Experience

- Experience in developing policy papers and conducting migration research for publication for academic and policy audiences;
- Experience in coordinating multi-stakeholder processes, events and workshops and working with a wide range of actors, including those from governments, academia, international organizations and the private sector;
- Experience using migration data for policy or programmatic work and/or for publications; and,
- Experience in developing IOM project proposals an advantage.

SKILLS

- Strong background in migration research and extensive knowledge of migration issues, particularly migration data collection and analysis issues;
- Good knowledge of international migration policy and relevant stakeholders;
- Ability to produce quality work accurately and concisely according to deadlines;
- Good writing, communication, negotiation and analytical skills; and,
- Good organization skills; analytical and creative thinking;

VI. LANGUAGES

Required

Fluency in English and German is required (oral and written).

Desirable

Working knowledge of French, and/or Spanish is an 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 wherever possible.
- **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.

Core Competencies – behavioural indicators

- **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. 2023-1-23 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de