



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. 2022-2-55

I. POSITION INFORMATION

Position Title: JPO, Liaison and Policy Support Officer

Organization: IOM - International Organization for Migration

Sector/ Unit: Executive Office of the Director General

Duty Station: Geneva, Switzerland

Reports directly to: Senior Regional Adviser for Europe and Central Asia

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 directly supervision of Senior Regional Adviser for Europe and Central Asia (on behalf of the SRA team), the Liaison and Policy Support Officer will provide technical assistance to the team of the Senior Regional Advisers (SRAs) in the Executive Office of the Director General, in maintaining regular contact with relevant international, government, and non-governmental partners and will support the SRAs in regular national and regional policy dialogue and policy development in the regions covered by the SRAs.

In addition, the Liaison and Policy Support Officer will provide support to the SRAs in the coordination of policy, liaison and advocacy work with the donor institutions and Member States.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Regional Functions:

1. Assist the SRAs in the regular liaison with international, governmental and non-governmental partners, by collecting and sharing information on partner and donor priorities, preferences and regional synergies in the field of migration.
2. Research migration policy issues in the region and provide technical support to the SRAs on national and regional trends, policies and legislative frameworks in the field of migration in close collaboration with the Regional Thematic Specialists (RTS) based in the Regional Offices (RO), as well as with the Country Offices.
3. Support the SRAs in the development of national and regional migration policies.
4. Contribute to the identification of the potential partnerships with academic institutions, think tanks and research institutions within the region, and assist in the conceptualization of policy-oriented research in coordination with relevant colleagues in the Regional Offices, Country Offices, and/or Headquarters.
5. Support the SRAs in migration-related Regional Consultative Processes (RCPs) and regional government and non-government bodies.
6. Contribute to the appropriate information sharing within the region and between the regions and relevant Departments at HQ.
7. In collaboration with ROs, support regional strategic planning exercises, and provide technical support for country level strategic planning, as required.
8. 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.
- Enhance negotiation skills in a multilateral setting.

V. Required Qualifications and Experience

Education

- Master's Degree in Law, Political or Social Sciences, International Relations or a related field from an accredited academic institution with two years of relevant professional experience.

Experience

- At least two years of experience with international migration issues;
- Working experience in an International Organization is an advantage;
- Demonstrated knowledge of IOM and its activities;
- Knowledge of the migratory fluxes including in the Mediterranean;
- Demonstrated experience in liaising with governmental and diplomatic authorities, as well as the private sector;
- Experience of working in a multi-cultural setting;
- Familiarity with international migration policy and law; and,
- Experience in the EU related issues and in the region is an asset.

SKILLS

- Good understanding of migration issues, trends and policies;
- Excellent communication skills, especially in a multilingual setting; advanced writing skills; and,
- Proven ability to work effectively and harmoniously within a Team of colleagues from varied cultures and professional backgrounds.

VI. LANGUAGES

Required

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese). For all applicants, fluency in English is required

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

- **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. 2022-2-55 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de