

# Job Description

## Introduction

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to ensuring a workplace where all employees can thrive professionally, while working towards harnessing the full potential of migration. Read more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates, as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following IOM Member States that are not represented among staff members in the Professional and higher categories: Bahamas, Barbados, Comoros, Congo (the), Cook Islands, Dominica, Federated States of Micronesia, Grenada, Guinea-Bissau, Holy See, Iceland, Israel, Kiribati, Marshall Islands, Namibia, Nauru, Palau, Saint Kitts and Nevis, Saint Lucia, Samoa, Sao Tome and Principe, Seychelles, Solomon Islands, Suriname, Timor-Leste, Tonga, Tuvalu, Vanuatu

Second-tier candidates include:

All external candidates, except candidates from non-represented member states of IOM.

## Organizational Context and Scope

IOM is working on human mobility in the context of climate change, environmental degradation, and disaster, through its Climate Action Division (CAD) and regional and country offices. One of the core objectives of this work is to respond adequately to the needs for more and better policy guidance, evidence-based and solution-oriented policies, and on migration and climate change as expressed by States.

Under the overall supervision of the Deputy Regional Director for Operations the direct supervision of the Regional Thematic Specialist on Migration Environment and Climate Change (MECC RTS), and in close collaboration with relevant units of the Regional Office (RO), Headquarters (HQ) and the Country Offices (CO), the incumbent will support and contribute to IOM's intervention on climate mobility in West and Central Africa. With a specific focus on policy-work, youth engagement, and partnership, the Project Development Officer (MECC) will support the MECC RTS in strengthening the engagement with the governments and the partners of the Region. This will include support to project development and review, the organisation of events, contributions to public and internal publications, monitoring of activities related to climate mobility programming in the Country Offices, the support of capacity building activities on climate mobility, and other related activities.

## **Responsibilities**

In coordination with and under the supervision of the MECC RTS for West and Central Africa :

1. Support the MECC RTS in its overall coordination, development, and reporting of IOM's intervention on climate mobility in West and Central Africa in a timely manner.
2. In coordination with all other relevant units in the RO, support the Country Offices in designing and developing new projects on climate mobility and related topics with a particular focus on climate mobility and related topics.
3. Participate in the identification of potential funding opportunities for Climate Mobility.
4. Support the MECC RTS in liaising with and coordinating with government entities, implementing partners, UN agencies, civil society, donors, and other stakeholders for the development of IOM's footprint on climate mobility in West and Central Africa.

5. Contribute to the planning, development, and delivery of training activities to build the capacity of staff, partners, government officials, and other humanitarian actors on environmental migration and data.

6. Support the financial, logistical, administrative, and technical tasks and activities in accordance with IOM global policies, practices, and standards, as well as relevant requirements, guidelines, and grant agreements.

7. Oversee the work of the consultants selected for the implementation of RO's MECC unit activities.

8. Perform such other duties that may be assigned.

## Qualifications

### Required Qualifications and Experience

#### Education

- Master's degree in Environmental Science; Natural Resource Management; Agricultural Economics; Forestry; Plant Science; Rural Development; Disaster Risk Management; Gender and Development; International Relations, and other related Social Science fields from an accredited academic institution with two years of professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

#### Experience

- Experience working on climate change, disaster-risk reduction/management, community-based livelihood adaptation, green job creation, and/or climate-smart agriculture is desired;

- Experience in project management and implementation, including resource/financial management, project development, and monitoring and evaluation concepts, is preferable;
- Capacity building experience with governmental and non-governmental actors at the federal and grassroots levels is an asset; and,
- Previous experience working for an international organization, particularly on migration-related issues, is desired.

## **Skills**

- Ability to contribute to project development and resource mobilization efforts, including drafting technical inputs to proposals and identifying funding opportunities;
- Familiarity with the work of UN agencies, and/or similar international organizations would be a plus; and,
- Ability to engage and coordinate with government counterparts, UN agencies, and partners, and contribute to multi-stakeholder processes in a multicultural environment.

## **Languages**

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).

For this position, fluency in English and French is required (oral and written).

Working knowledge of another official UN languages (Arabic, Chinese, Russian, and Spanish) and knowledge of other local languages is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## **Required Competencies**

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

**Values** - all IOM staff members must abide by and demonstrate these five 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** – behavioural indicators Level 2

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.