

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from internal and external candidates. 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, internal and internal-equivalent candidates are considered as first-tier candidates.

Organizational Context and Scope

The International Organization for Migration (IOM) implements the Migrant Protection, Return and Reintegration (MPRR) programme in Guinea, providing post-arrival assistance, case management, counselling, protection support and sustainable reintegration assistance to returning migrants across the country.

The programme operates in a high-caseload and complex operational environment, requiring strong field coordination, standardized workflows, quality assurance mechanisms and close

monitoring of performance indicators, including timely data entry and case progression in MiMOSA.

Responsibilities

Under the overall supervision of the MPRR Reintegration Officer and the direct supervision of the National Reintegration Officer, MPRR, the Associate Senior de Projet will be based in Conakry with frequent presence at the Jean Paul II Reception Centre (JP2), IOM warehouse, sub-offices, satellite offices. The incumbent will serve as the operational link between programme management and field teams, supporting coordinated implementation, quality assurance and accountability at field level.

1. Act as the primary field coordination focal point for MPRR activities, supporting effective communication and alignment between programme management and field-based IOM case workers, including Government social workers.
2. Assist in coordinating the implementation of post-arrival and reintegration workflows, including procedures introduced following PARNA training and backlog reduction measures.
3. Coordinate and monitor counselling sessions and PARNA profiling activities, in compliance with standard tools, guidance and protection principles.
4. Regularly shadow counselling sessions to check quality, structure and consistency, providing on-the-job coaching, feedback and corrective guidance to staff as required.
5. Support the management of migrant flows at JP2 and during key operational activities to prevent delays, overcrowding or workflow bottlenecks.
6. Review and validate weekly workplans submitted by case workers and assistants, ensuring realistic planning and alignment with programme priorities and backlog reduction targets.
7. Review weekly activity updates and performance monitoring tools, identifying delays, underperformance or operational constraints and flagging issues to programme management with concrete recommendations.
8. Verify that MiMOSA (IOM case management database) is systematically and timely updated by each case worker, in coordination with the Information Management team, and promote its effective use during counselling and case management.
9. Follow up on pending, misallocated or overdue cases and support corrective actions to facilitate timely case progression and closure.
10. Support and coordinate project launches and reintegration activities, ensuring adequate planning, staff coordination and adherence to approved procedures.

11. Contribute to internal coordination meetings and provide field-based inputs to programme planning and various reporting, backlog action plans and operational decision-making.
12. Liaise with relevant internal units, implementing partners and government counterparts at field level as required to support smooth implementation.
13. Perform duty travel to sub-offices and satellite offices as required.
14. Perform such other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Completed secondary education with six years of relevant experience; or
- Bachelor's degree in Social Work, Psychology, Sociology, Development Studies, Migration Studies or a related field with four years of relevant experience.

Accredited Universities are those listed in the UNESCO World Higher Education Database.

Experience

- Six years of relevant professional experience with secondary education; four years of relevant experience with a Bachelor's degree.
- Demonstrated experience in **field coordination, case management, counselling, protection or reintegration programmes**, preferably in a humanitarian or migration context.
- Experience supervising or coordinating field teams and monitoring performance.
- Experience working with case management or information systems (MiMOSA or similar) is an advantage.

Skills

- Connaissance approfondie du large éventail de domaines liés aux migrations traités par l'Organisation Strong organizational and coordination skills.
- Proven ability to monitor quality, performance and compliance with procedures.
- Excellent communication and interpersonal skills, including coaching and feedback.
- Ability to work under pressure in high-volume operational environments.
- Proficient computer skills, including Word and Excel.

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 French is required.

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.

Managerial Competencies – behavioural indicators Level 2, if with direct reports

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.