

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 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, Trinidad and

Tobago, Tuvalu, Vanuatu

Second-tier candidates include:

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

Organizational Context and Scope

IOM CAR, in close coordination with the Government of the Central African Republic (GOCAR), aims to promote stability, the extension of state presence, and community resilience within recovering communities in the Central African Republic (CAR). Through collaboration with local and national authorities, communities, civil society, and the private sector, the programme will provide a rapid and flexible mechanism to support stabilization and solutions priorities such as improved infrastructure, essential services, and the promotion of social cohesion, particularly in hosting and return communities. Meeting key migration management and solutions-oriented priorities, the programme aligns with the CAR National Development Plan, the National Durable Solutions Strategy, and the UN Sustainable Development Cooperation Framework.

Under the overall supervision of the Chief of Mission (COM) and direct supervision of the Programme Manager (Community Stabilization) with the support of the Head of Stabilization, Regional Office (RO), the Programme Officer (Field Coordination) will support the implementation and field-level coordination of community stabilization activities within the assigned geographical area of responsibility. The Programme Officer (Field Coordination) will support area-based stabilization interventions aimed at strengthening social cohesion, supporting reintegration, enhancing community resilience, and addressing localized drivers of instability and fragility. The position will work closely with local authorities, community stakeholders, implementing partners, and field teams to support the effective delivery, monitoring, and operational coordination of stabilization activities in line with IOM policies, donor requirements, and conflict-sensitive programming approaches.

Responsibilities

1. Oversee the field-level implementation and day-to-day management of community stabilization activities within the assigned geographical area of responsibility, developing detailed implementation plans, operational trackers and activity schedules for

stabilization interventions, ensuring effective coordination across field teams and technical units;

2. Manage the planning, implementation and monitoring and evaluation of community stabilization activities throughout the full project cycle, including activity planning, grants implementation, partner coordination, monitoring, reporting and project close-out;
3. Coordinate closely with implementing partners, contractors, civil society organizations and community-based organizations to ensure effective delivery, monitoring and quality assurance of stabilization activities;
4. Establish and maintain effective working relationships with government counterparts, local authorities, traditional leaders and community representatives to strengthen strategic partnerships and facilitate programme implementation, operational coordination and local ownership of stabilization interventions;
5. Coordinate closely with RMU, Procurement, Supply Chain, HR, Security, Finance and other support units to facilitate timely operational delivery and compliance with institutional and donor requirements;
6. Oversee the implementation of area-based and community-driven stabilization interventions that strengthen social cohesion, reintegration, local resilience and relationships between communities and institutions;
7. Lead the identification and analysis of operational challenges and implementation bottlenecks affecting stabilization activities and determine appropriate and context-sensitive solutions, including in insecure and remote operational environments reporting back to Head of Stabilization;
8. Coordinate the monitoring of project implementation against agreed indicators, budgets and timelines, ensuring that programme targets and deliverables are achieved and appropriately documented;
9. Prepare regular programme updates, implementation reports, donor reports, briefing notes, visibility materials and other written products related to stabilization activities and programme results;
10. Coordinate field-level implementation and operational oversight of stabilization activities across assigned locations, ensuring effective communication and coordination between field teams, sub-offices and Bangui-based programme units;
11. Conduct regular field site visits to monitor programme implementation, engage with local stakeholders, assess evolving operational dynamics and provide technical and operational guidance to field teams and implementing partners;
12. Lead local coordination efforts with authorities, community leaders, humanitarian and development actors, and security stakeholders to facilitate access, operational planning and conflict-sensitive implementation of programme activities;

13. Identify and analyse local conflict dynamics, community tensions, displacement trends and reintegration challenges and provide recommendations on programme adaptation, prioritization and operational decision-making;
14. Identify programme development opportunities and funding priorities, conduct assessments of emerging stabilization needs and conflict dynamic, develop project proposals and engage with donors and partners to support resource mobilization efforts and the expansion of the stabilization portfolio;
15. Provide technical leadership, guidance and supervision to programme staff and implementing partners on stabilization approaches and methodologies;
16. Perform such other duties that may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Master's degree in Law, International Relations, Development Studies and Planning, political or social sciences, or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.

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

Experience

- Programme management in complex environments;
- Strong technical expertise in stabilization, peacebuilding, and resilience programming;
- Area-based and community-driven approaches;
- Programme design and strategic planning at regional or global level; and,
- Working across humanitarian and development contexts.

Skills

- Recognized expertise in one or more of these fields: community stabilization, community violence reduction, preventing violent extremism, local peacebuilding or social cohesion;
- Outstanding verbal and written communication skills including capabilities to present to diverse audiences;
- Proven abilities relating to implementation as well as resource management (budgets, human resources, procurement, and so forth) for large-scale programming in complex environments;
- Thorough understanding of donor processes and regulations; and,
- Knowledge of financial rules and regulations.

Languages

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) 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.

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.