

# 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](#)

This Vacancy Notice is part of IOM's competitive mobility exercise, open for applications from [internal and internal-equivalent candidates](#) only.

## Organizational Context and Scope

In the framework of IOM Labour Mobility and Human Development thematic programming, IOM Niger is implementing the project "Initiatives for the development of the enterprise" (IDEE) with the objective to increase economic opportunities for Nigerien youth and to offer an alternative to irregular migration. It builds on the lessons learned and the results of the first phase of the IDEE project implemented between 2017 and 2020.

Under the direct supervision of the Chief of Mission and in close coordination with the Regional Technical Specialist on Labour and Human Development (LHD) in the Regional Office in Dakar, the Project Officer (LHD) will serve as a focal point for the mission's work on the LHD portfolio

and be responsible for the effective implementation of relevant project activities, including the supervision of project support staff, and liaising with the partners, such as government counterparts and the donor.

## Responsibilities

1. Contribute to the implementation of the project according to the documents approved by the donor and the terms of the contract, as well as in compliance with IOM financial and donor internal standards and procedures.
2. Monitor the workplan and specifically the General Operational Plan (POG) and annual operational plans (POA) as requested by the donor.
3. Coordinate the project teams in the 4 regions of implementation.
4. Maintain liaison and coordination with Non-Governmental Organization (NGOs)/ Civil Society Organizations (CSOs) in Niger to conduct vocational trainings and start-up development activities, ensure their regular monitoring and facilitate evaluation of the implemented actions.
5. Research and document emerging labour migration trends in Niger, draft briefs, proposals and other written materials to facilitate resource mobilization and other strategic engagements with key partners, including donors and government entities.
6. Contribute to ongoing tasks related to project development and management and fund raising activities specifically linked to the Labour and Human Development (LHD) portfolio, and participate in relevant meetings and events as required.
7. Facilitate external communication for visibility purposes of the project, its activities and its results.
8. Facilitate timely and quality reporting to the donor inclusive of financial reporting and audit needs.
9. Undertake duty travels as required providing technical guidance to project staff and implementing partners and compile field monitoring reports highlighting implementation challenges and solutions.
10. Perform such other duties as may be assigned.

## Qualifications

### Required Qualifications and Experience

#### Education

- Master's Degree in Migration Studies, Law, Public Policy, Development Studies, Political Science, or a related field from an accredited academic institution with two years of relevant 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 in migration management and knowledge of migration policy development;
- Previous experience working in the field of Labour Mobility and Human Development;
- Experience in project management with financial and supervisory oversight; and,
- Experience at IOM and/or other UN agencies is an advantage.

## **Skills**

- Knowledge of LHD-specific priorities relevant to the project;
- Strong coordination, competence and ability to promote communication and knowledge sharing and ensuring high quality of programmatic outputs;
- Good knowledge of human and financial resources management;
- Demonstrated conceptualization, analytical and writing skills;
- Demonstrated communication, organizational and interpersonal relationship skills;
- Ability to meet deadlines and work under pressure with minimum supervision; and,
- Establishing and maintaining partnerships with development partners, government counterparts, UN agencies, local authorities and other relevant stakeholders.

## **Languages**

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

Working knowledge of another official UN language (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**

- **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.