

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.

Context

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 (NDP), the National Durable Solutions Strategy (NDSS), and the UN Sustainable Development Cooperation Framework (SCDF).

Under the direct supervision of the Chief of Mission (CoM) and in close coordination with the Regional Office (RO) Dakar and IOM Headquarters (HQ) in Geneva, the Programme Manager (Community Stabilization) will be responsible and accountable for the development, management, and oversight of all community stabilization (CS) activities in the CAR.

The Programme Manager (Community Stabilization) will manage relevant project managers and advise and coordinate closely with heads of sub-offices, local authorities, and other relevant partners in the CAR to ensure that all project activities are developed, implemented, monitored, and evaluated with high quality and on time, within the allocated budgets.

In addition, they will manage and coordinate a variety of infrastructure projects across the country, including Immigration and Border Management (IBM), Community Stabilization and Emergencies, providing quality control, monitoring all processes from the identification,

assessment, procurement request, Bill of Quantities (BOQ), tendering, selection of vendors, implementation, and technical evaluation.

Responsibilities

Responsibilities and Accountabilities

1. Develop strategies, policies, and approaches for the mission's CS portfolio and identify and develop new CS projects and initiatives to address emerging needs and trends
2. Identify new CS programming opportunities in relation to expressed governmental needs and capabilities and resources available, in close coordination with relevant Heads of Sub-Offices, assess the relative feasibility and impact of proposed projects, formulate submissions to donors for project funding, negotiate with (potential) donor representatives, and play an active role in resources mobilization.
3. Provide advice on modifications to existing programs to respond to changing realities and drivers of instability, and priorities identified by regional and local governmental authorities using an evidence-based approach.
4. Exercise financial, programmatic, and operational management responsibility for CS programmes/activities. Ensure that expenditures are accurately allocated to the [relevant\[NV1\]](#) budget lines with appropriate supporting documents for eligible costs, and in compliance with applicable requirements and approved budgets.
5. Ensure the timely monitoring and evaluation of CS programme activities in line with donor agreements, in close coordination with the M&E unit and donors. Ensure the integration of new methods for evaluation into the project formulation process to improve the effectiveness and appropriateness of CS projects and the planning and delivery processes.
6. In close collaboration with colleagues from the Information, Communication and Technology (ICT) unit, the Monitoring and Evaluation (M&E) and Information Management (IM) units, develop and implement tools for programmatic planning, decision-making, and reporting, including a CS database and other information systems that collect and produce updated information and disaggregated data from the various field locations.
7. Supervise the preparation and finalization of monthly implementation reports, narrative and financial reports to donors on programme delivery, and respond to regular information requests from the RO in Dakar and HQ.

8. Represent IOM in UN coordination mechanisms and meetings related to CS programming in CAR, in donor briefings, high-level meetings and events, visits to project sites, and media presentations as required.
9. Supervise and mentor staff working on CS projects and provide advice for programme /project management. Ensure detailed documentation of new CS project activities, indicating a clear theory of change.
10. Coordinate closely with colleagues in other COs, RO Dakar, and HQ to ensure adherence with IOM's global CS policies and best practices on CS programming.
11. Manage and coordinate the activities of all engineers in IOM CAR and establish appropriate mechanisms for all project activities requiring engineering services. Ensure, in close coordination with respective PMs, that the work time of engineers is allocated efficiently and in line with project deadlines and donor agreements.
12. Oversee all tender bids, negotiate contracts, and ensure quality control of all infrastructural projects subcontracted to various vendors. With the support of IM, ICT, and PSU, develop an easy-to-use information management system that keeps track of all infrastructure projects in the mission, with time allocations per engineer and other relevant data.
13. Lead and conduct frequent field visits to monitor and assess infrastructure projects, ensure quality control and correct implementation according to agreed specifications, and advise and guide staff.
14. Ensure and coordinate knowledge building and technical exchanges among the engineers in the mission. Identify synergies between programmes with similar engineering requirements, identify best practices and lessons learned, and keep high-quality standards and an innovative approach in all infrastructural works
15. Perform such other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

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

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

Experience

- Good knowledge of project development, implementation, monitoring, and evaluation techniques and practices;
- Sound knowledge and experience in community recovery and stabilization activities in several countries in (post) conflict and or migration settings;
- Experience in liaising with governmental authorities and other national/international institutions. Work experience in the West and central African region is an asset; and,
- Excellent knowledge of technical cooperation principles, concepts, and techniques.

Skills

- Good level of computer literacy, including database applications;
- Excellent writing and analytical skills;
- Strong analytical, planning, and people management skills;
- Ability to prepare clear and concise reports;
- Excellent communication skills;
- Ability to lead and coach individuals; and,
- Ability to work effectively and harmoniously with colleagues from various cultures and professional backgrounds.

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) 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 3

- **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 3, 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.