

Position Title : **Project Development and Reporting Officer**
Duty Station : **IOM Sudan in Cairo, Egypt**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **31 July 2024**

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 a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

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 non-represented member states:
Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Latvia; Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

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

Context:

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the External Relations and Partnerships Coordinator, and in coordination with the Head of Programmes and relevant Project Coordinators, the successful candidate will contribute to the project development and reporting activities and will support the Head of Programmes and the External Relations and Partnerships Coordinator in donor liaison as part of the Country Office (CO)'s efforts to raise funds to continue and develop projects, and to ensure quality reporting on the current programme portfolio of IOM Sudan CO. This also includes supporting the ongoing efforts related to project development, reporting, donor outreach and liaison efforts in the frame of the IOM Sudan's Programming.

Core Functions / Responsibilities:

1. Contribute to the development of results-based programmes and projects, concept notes and project proposals, in close coordination with the CoM, Project Managers, United Nations Country Team (UNCT), relevant donors, government counterparts and project partners, by providing technical inputs and support that responds to emerging trends and priorities and that are in compliance with IOM and donor interests and requirements.
2. Review resource requirements, document programmatic needs, gaps, and opportunities. Contribute to the alignment to IOM global, regional, and country strategies during project development and donor reporting, including supporting and promoting use of Strategic Results Framework (SRF) global results and indicators.
3. Support the endorsement process for concept notes and project proposals. Support the Project Managers in drafting donor reports in close coordination with relevant units in the Country Office (CO) and Regional Office (RO) in line with IOM policies, standards, and internal procedures.
4. Research potential and realistic funding opportunities among government and non-government donors, review calls for proposals and collect donor information. Draft donor profiles and guidance notes on donor priorities and assist with developing approaches to expand the IOM donor base.
5. Support effective working relationships with donor counterparts and project/programme partners, such as government authorities, diplomatic missions, and other relevant agencies and working groups.
6. In coordination with relevant Units in the CO, draft visibility and other resource mobilization materials and organize donor briefings and visits.
7. Support capacity building and training activities in the field of programme development, donor, and institutional reporting and the roll-out of the SRF for CO's staff through workshops and seminars.
8. In support of knowledge management, maintain accurate, updated, and pertinent records of all correspondences, project development and donor and institutional reporting files, and related information in IOM's relevant software application.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Development, Management, Political or Social Sciences, Business Administration, International Relations, Law, or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

Experience

- Experience in project development of humanitarian programmes for migrants, humanitarian response, development and/or capacity-building activities;
- Experience in Project design and donor liaison;
- Familiarity with IOM project cycle management and the IOM Project Development and Implementation Handbook;
- Experience in liaising with governmental and diplomatic authorities, UN agencies, as well as with national and international institutions;

- Experience in supporting results-based project development and reporting, technical writing, and editing, preferably in the international development/humanitarian sector; and,
- Work experience in donor relations and grant management for specific donors of IOM's interest.

Skills

- Excellent writing technical skills in English;
- Excellent communication, negotiation, and interpersonal skills;
- Ability to pay close attention to details and work with minimum supervision;
- Ability to work harmoniously with a team and in a multi-cultural environment;
- Personal commitment, respect for diversity, high level of integrity and drive for results;
- Demonstrated gender awareness and gender sensitivity;
- Proven level of computer literacy (Internet and Microsoft Office is a requirement);
- Sound and proven understanding of internal and international migration issues in Sudan, the sub-region, and related issues;
- Knowledge of the region is an advantage;
- Basic knowledge of monitoring and evaluation concepts, approaches and methodologies;
- Confirmed experience in donor report writing in humanitarian and/or development settings;
- Experience with Results Based Management approach and other strategic planning approaches;
- Demonstrated analytical and planning skills; capacity to establish working relationships with governmental authorities, national and international institutions and Non-Governmental Organizations;
- Capacity to supervise and train support staff; ability to work effectively and harmoniously with colleagues from varied cultures and professional background;
- Ability to work with accuracy under constraints and pressure; high sense of confidentiality, initiative and good judgment;
- Personal commitment, efficiency, flexibility, drive for results, creative thinking; and,
- Good level of computer literacy, including database applications.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of Arabic and/or another official UN language (Chinese, French, 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.

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 31 July 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 18.07.2024 to 31.07.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: VN 2024 451 Project Development and Reporting Officer (P2) IOM Sudan in Cairo, Egypt (59017184) Released

Posting: Posting NC59017185 (59017185) Released