

Advertisement

Junior Professional Officer

Reporting Officer



International Organization for Migration (IOM)
The UN Migration Agency

International Organization for Migration

Closing date: 14th April 2019

VN JPO 2019

I General information

Title:	Reporting Officer
Sector of Assignment:	Migration/Humanitarian (Project Management)
Country:	Niger
Location (City):	Niamey
Agency:	IOM
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years
Grade:	P2 step 1 in the first year

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **PEOPLE WITH THE DUTCH NATIONALITY**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm>

Please read the criteria and FAQ section carefully before considering applying

II Duties and responsibilities

The objective of the position is to support IOM Niger in all capacities related to Donor Reporting

Donor Reporting:

Summary of duties/tasks

- Support the Programme Support Unit (PSU) in all capacities related to donor reporting, including facilitating the preparation of interim and final donor reports as well as mission, regional and Headquarters periodic and activity-specific reports, as may be required in accordance with IOM procedures and donor requirements.
- Contribute to the development and regular distribution of communications products based on IOM Niger operations and results.
- Keep accurate and updated records of all correspondence, project development and reporting files and administration information across all thematic units, in direct support of the Chief of Mission.

Communication Tools:

Summary of duties/tasks

- Provide and consolidate inputs in view of developing responses, recommendations and approaches towards programmatic responses, in line with the Mission's strategy.
- Support the development of communications tools in support of IOM Niger strategic priorities and programming.
- Contribute to internal information-sharing and external liaison with donors by managing information flows as/when relevant.

Presentation and external Communication:

<p>Summary of duties/tasks (max 5 bullet points)</p> <ul style="list-style-type: none"> • Develop professional PowerPoint presentations and other communications documents to support and improve the dissemination of advocacy materials in support of IOM Niger programming; • Support event planning and coordination in relation to visits of external or internal delegations; • Perform other duties as may be assigned.

<p>III Training component: Learning elements and expectations</p>
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<p>Upon completion of the assignment the JPO will have/ will be able to:</p> <ul style="list-style-type: none"> • Work in a collegial team environment; incorporate gender related needs, perspectives, concerns and promotes equal gender participation. • Maintain of close contacts with the team to develop project proposals or reporting. • Gather and disseminate information and data to develop relevant and quality project proposals, and actively seek new ways of improving programmes or services; • Ensure that the information on IOM’s programmes is accurate and well presented, to help promote IOM’s image and work, and contribute to fundraising. • Develop capacity through coaching, mentoring and formal on-the-job training, when working with staff, governmental, non-governmental and United Nations institutions in West Africa region. • He/She will also gain on-site experience in working in an international multi-cultural environment, with an intergovernmental organization. • Gain experience in an international organization, including management and international cooperation activities, as well as understanding the dynamics of international working groups. • Be able to prepare documents using the IOM logical and legal framework. • Participate in development of programs, projects, trainings and workshops related to different migration areas.
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<p>The JPO training programme includes the following learning elements:</p> <ul style="list-style-type: none"> • The JPO position includes a Duty travel and training allowance (DTTA) of \$ 4.000 per year which may be used for learning activities related to the assignment and career development. • The JPO will have access to IOM’s learning platform which currently houses over 300 learning modules developed by IOM and other UN agencies.
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<p>IV Supervision</p>

<p>Title of supervisor: Programme Support Officer</p>
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<p>Content and methodology of supervision Direct supervision and ongoing coaching with regular evaluations via IOM’s Staff Evaluation System to ensure optimal communication and feedback.</p>
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<p>V Required Qualifications and Experience</p>
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<p>Education:</p> <ul style="list-style-type: none"> • Master’s degree in International Development, International Studies, Migration Studies, Political Science, Social Science, Communication or other related field from an accredited academic institution with two years of relevant professional experience; or • Bachelor’s degree in the above fields with at least three years of relevant professional experience.

<p>Working experience: Two to maximum 4 years relevant working experience:</p> <ul style="list-style-type: none"> • Experience in report writing, project development and/or project management with a preferred focus on humanitarian assistance and/or development; • Experience in communications, donor liaison and/or advocacy work preferably in the field of humanitarian assistance and/or development; • Experience working with UN agencies and/or NGOs is preferable;

- Knowledge of the Sahel region is an advantage.

Internships carried out with IOM since obtaining Bachelor's Degrees will be considered as work experience.

Languages:

English (Fluent),
French (Fluent).

Key competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

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 action 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

VI Background information on Agency/Department/Section

Under the overall supervision of the Chief of Mission and the direct supervision of the Programme Support Officer, and in coordination with all project managers, the Reporting Officer is responsible for ensuring regular communication on key programming results and contributing to country office reporting. This includes supporting the formulation and implementation of creative communication tools to raise awareness of IOM activities across the country, while also improving the visual quality of IOM Niger reports.

The Reporting officer contributes to office's overall efforts on advocacy, communication work with/to with relevant authorities, United Nations agencies, non-governmental organizations and other stakeholders. S/he is a member of the Programme Support Unit and works in close coordination with all IOM Niger units.

VII Information on living conditions at Duty Station

The JPO recruited will be based in Niamey and will work at IOM. Niamey is the capital of Niger. The JPO will easily be able to find accommodation opportunities in this city. Living conditions in Niamey are good, as well as access to health services. It is a family duty station, and there are international schools available that offer instruction in French or English. The yellow fever vaccine and vaccines against meningococcal meningitis are mandatory; hepatitis A and B are recommended. Basic medicine is available in pharmacies, but it is

recommended to bring specific medicine. There are several banks in Niamey and decent clinics, including the United Nations Clinic. The security level in Niamey is 3 [moderate].

VIII How to apply

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 14th April 2019 at the latest, referring to this advertisement.

For further information, please refer to:

https://recruit.iom.int/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbnN0X2d1aWQ9MDA1MDU2ODUxQzdDMUVEOTkyQzY3RTEyNTNENUUwQ0ImY2FuZF90eXBIPUVYVA%3d%3d&sap-wd-configid=ZHRRCF_A_POSTING_APPLY&sap-client=100&sap-language=EN#

<http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.