

Advertisement

Associate Expert - Junior Professional
Officer

Donor Relations Officer

*International
Organization for
Migration*

*Closing date
20 May 2012*



I General information

Title:	Donor Relations Officer /AE-JPO
Sector of Assignment:	Donor Relations Division
Country:	Switzerland
Location (City):	Geneva
Agency:	International Organization for Migration
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

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 the Dutch Ministry of Foreign Affairs: <http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

II Duties, responsibilities and Output Expectations

General Summary of duties and expected output

Assist in providing overall guidance on donor relations matters to field offices and Headquarters units for discussions with donors, governments and partners. Process and analyze donor funding information towards IOM programmes for preparation of funding overviews, tables, graphs, donor profiles/ funding history, trend analysis, etc.

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- Participate in the preparation of appeal documents (eg. MI) advocating IOM's planning in the humanitarian sector (eg. CAP) and other migration projects.
- Assist in developing approaches in expanding the traditional donor base, including research on donor priorities and trends.
- Perform such other duties as may be assigned, including selective duty travel for donor liaison purposes, as required.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Effectively apply knowledge of migration issues within organizational context

- Correctly frame migration issues within their regional, global, and political context

The JPO training programme includes the following learning elements:

- Gain experience in organization, management and international cooperation activities as well as the working group dynamics.
- Be able to prepare donor appeals for IOM activities.
- Participate in the development of donor outreach approaches for IOM programmes and projects in different migration areas.
- Gain experience in cooperation with governmental and non governmental donors.
- Gain in-depth knowledge of multi-lateral funding mechanisms.

IV Supervision

Title of supervisor: Head, Donor Relations Department

Content and methodology of supervision:

1. Regular reporting to the donor (three times a year Progress reports which are initiated by the direct Supervisors)
2. IOM also promotes a very active coaching and mentoring element in the JPO programme. This requires the supervisor to devote some time for the JPO, which constitutes a key aspect of his/her functional responsibilities. He/she needs to brief the JPO upon arrival and organise regular meetings with the JPO to discuss performance and give constructive feedback. The supervisor is expected to actively play the role of coach/guide to the JPO throughout his/her assignment, always taking into consideration the educational background and the work experience of the staff member.
3. The Organization also has a staff evaluation system (SES) which is mandatory for all staff members including JPO's .

V Required Qualifications and Experience

Education:

Master degree or equivalent in Social Sciences or International Studies

Working experience :

- Preferably 2 to maximal 4 years relevant working experience, including internships and voluntary work in the donor relations area.
- Demonstrated experience in liaising with governmental and diplomatic authorities and establishing and maintaining working relationships with implementing partners.
- Knowledge of IOM project/programme activities and funding processes an advantage

Languages : Fluency in both spoken and written English . Knowledge of French &/or Spanish would be an advantage.

Key competencies

Behavioural

- takes responsibility and manages constructive criticism
- promotes continuous learning; communicates clearly
- takes initiative and drives high level of performance management
- plans work, anticipates risks and sets goals within area of responsibility
- displays mastery of subject matter
- contributes to a collegial team environment;
- incorporates gender-related needs, perspectives and concerns and promotes equal gender participation;
- displays awareness of relevant technological solutions;
- works with internal and external stakeholders to meet resource needs of IOM.

Technical

- effectively applies knowledge of migration issues within organizational context
- correctly frames migration issues within their regional, global, and political context.

VI Background information on Agency/Department/Section

IOM is the leading Inter-governmental Organization in the field of migration. With 148 Member States, a further 98 states holding observer status and 456 offices in over 100 countries, 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 assists in the search for practical solutions to migration problems and provides humanitarian assistance to migrants in need, including refugees and internally displaced people.

IOM works in the four broad areas of migration management. (Migration and Development, Facilitating Migration, Regulating Migration and Forced Migration). IOM activities that cut across these areas include the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration. Please visit us at www.iom.int

The successful candidate will work within the Department of International Cooperation and Partnership, and under the direct supervision of the Chief, Donor Relations Division. He/She will participate as a member of a team in implementing IOM's partnership and resource mobilization strategy to expand and strengthen partner support and cooperation for IOM programmes and strategic goals. .

VII Information on living conditions at Duty Station

Please find attached the Organization's 'welcome to Geneva' booklet. It contains very useful information for new staff members arriving in Geneva.



Chapter III.pdf

VIII How to apply

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by May 20, 2012 at the latest, **referring to vacancy notice [ref AE 2012/01-EXT](#)**

For further information, please refer to: <http://www.iom.int/jahia/Jahia/pid/165>

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.

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