

Advertisement

Junior Professional Officer

JPO - Project Development and Support Officer



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

International Organization for Migration

Closing date: 17 May 2016

I General information

Title:	Project Development and Support Officer
Sector of Assignment:	Project Development and Support
Country:	Jordan
Location (City):	Amman
Agency:	International Organization for Migration
Duration of Assignment:	Initially one year with the possibility to extend up to three 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 **candidates from developing countries**. Candidates **MUST BE NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

Please read the criteria and FAQ section carefully before considering applying

II Duties, responsibilities and Output Expectations

General

Project Development and Support Officer will contribute to the design and development of new programmes/projects on emergency & post-crisis activities and other migration-related topics in close coordination with the relevant IOM units to address issues such as the Syrian crisis and other issues of concern.

1. *Project Development and Project Monitoring Responsibilities*

Summary of duties and expected output

- Contribute to the design and development of new programmes/projects on emergency & post-crisis activities and any other migration-related topics in close coordination with the relevant IOM units.
- Contribute to the development of policy, strategic and programmatic recommendations for the Organization's planning purposes.
- Review current projects and their implementation and design as well as the transition strategy from

emergency to recovery/development.

- Assist in monitoring the Administrative and Financial aspects of projects to ensure projects' expenditures and activities are on track in coordination with Admin/Finance department.

2. Liaison and Coordination Responsibilities

Summary of duties and expected output

- Liaise with established institutions (including government, donors, and other partners) in the country and with IOM colleagues at RO and HQ level to develop projects in the field of migration.
- Represent IOM in different Inter-Agency fora in order to report on activities, identify opportunities for project development and support the coordination of IOM's work with other partners with close coordination with the Chief of Mission.

3. Research, Reporting and Information Management Responsibilities

Summary of duties and expected output

- Contribute to the ongoing research efforts and manages the migration online platform.
- Collect, compile and analyse overall information on IOM's role and presence in Jordan, activities, initiatives, programmes / projects and achievements.
- Prepare background information documents, notes, speeches and presentations for the Chief of Mission and other senior staff on various topics of relevance to IOM Mission as required.
- Contribute to the development of publications, public information documents, website, press releases, etc as required with close coordination with the Chief of Mission.

III Training component: Learning elements and expectations

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

- Display expert knowledge on the current Middle East and North Africa (MENA) political trends.
- Receive in depth knowledge of the emergency situations and support mechanisms in Jordan and border areas.
- Draft high quality project documents in standard and donor formats for resource mobilisation.
- Liaise and coordinate humanitarian actions with different stakeholders.

The JPO training programme includes the following learning elements:

- Opportunities for training on general project development, monitoring and evaluation and donor specific procedures
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Chief of Mission

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.

V Required Qualifications and Experience

Education and experience:

Master degree or equivalent in Political or Social Science, International Relations, Humanitarian affairs or a related field from an accredited academic institution with **two** and **maximal four year** of relevant professional experience; or

An undergraduate university degree (bachelors) in the above fields in combination with **four** years of relevant experience.

Experience in migration related issues, and emergency work, including camp and shelter management, support to displaced populations and the implementation of early recovery activities;

Experience liaising with governmental authorities, other national/ international institutions and non-governmental organizations (NGOs). Familiarity with the UN system an advantage.

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

Languages :

Fluency in English is essential. Arabic would be an advantage.

Key competencies

- Excellent drafting and editing skills
- Effectively applies knowledge of migration issues within an organizational context
- Correctly frames migration issues within their regional, global, and political context
- A highly professional and accountable individual with leadership qualities, good negotiating skills, proficiency in planning and organising, is sought for this position

VI Background information on Agency/Department/Section

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. For detailed information kindly visit our website at www.iom.int.

VII Information on living conditions at Duty Station

For additional information on Jordan and specifically Amman, please see the following website <http://www.expatsfocus.com/expatriate-jordan>

VIII How to apply

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 17 May 2016 at the latest, referring to this advertisement.

For further information, please refer to:

<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.

Applicants will receive acknowledgement of receipt of their submission

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