

Advertisement

Junior Professional Officer

Programme Officer (Returns)



International Organization for Migration

4 June 2026

I General information

Title:	Programme Officer (Returns)
Sector of Assignment:	Voluntary return movements
Country:	Syria
Location (City):	Damascus
Agency:	International Organization for Migration (IOM)
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum of 3 years
Grade:	P2 step 1 in the first year.

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 NATIONALITY OF ONE OF THE FOLLOWING ELIGIBLE COUNTRIES.**

[eligible-countries-DC-JPOs.pdf](#)

For the minimum qualification requirements see the website of Nedworc Foundation:

[Junior Professional Officer Programme - Nedworc Foundation](#)

Maximal age limit is 32 years as of 31 December of the year of application.

Please read the selection criteria and FAQ section carefully before considering applying

II Duties and Responsibilities

Under the overall supervision of the Chief of Mission (COM) and the direct supervision of the Senior Programmes Coordinator/ Head of Programmes and in close coordination with project managers, protection, health and resettlement colleagues at regional and global level, the successful candidate will be accountable and responsible to support the planning, coordination, and operational setup of voluntary return movements. This includes supporting the establishment of operational infrastructure, organizing safe transportation, implementing protection-sensitive approaches, and liaising with stakeholders to support returnees throughout their journey.

Responsibilities (summary of duties/tasks)

- Support the overall implementation of the AVRR programme in Syria CO, including its financial, administrative, and technical implementation, in compliance with IOM policies and standards, as well as donor requirements, agreed timeline and deliverables, in close coordination with Resources Management Unit (RMU), and other relevant units of the CO.

- Assist with planning, preparation, and adjustment of all aspects of AVRR related activities, including work plans and arrangements required for the effective and timely implementation of AVRR activities, namely the provision of humanitarian and emergency assistance to migrants, the coordination of AVRR movements, or the organization of training for national counterparts.
- Coordinate the return and reintegration activities in Countries of Origin (CoO) and liaise with IOM CoO Country Offices to facilitate provision of targeted assistance.
- In coordination with the Protection Officer and the Senior Programme Coordinator, assist in monitoring the work of all staff assigned to the AVRR programme in CO, as well as Consultants, Implementing Partners and service providers recruited to support and/or undertake specific activities.
- Maintain close collaboration and contribute to the strengthening the partnerships with relevant stakeholders such as Government entities, national authorities, Embassies, donors, development partners, United Nations Agencies, and civil society for all AVRR related activities.
- Draft and produce project reports, including ad hoc, interim, annual, and end-of-project reports, in a timely manner, in accordance with IOM procedures and donor requirements.
- Contribute to the project development efforts for the continuation of existing projects, as well as new projects in the field of AVRR, in close coordination with the Head of Programmes, the Protection Officer, Regional Thematic Specialist (Protection), and other relevant colleagues.
- Support in delivery of training workshops on AVRR and related Protection issues, in coordination with the Protection Officer, and other relevant units.
- Promote best practices on AVRR, effectiveness, coherence, and integrity, as well as support the synergies between AVRR projects, regional reintegration projects and development of programmes in target countries of return in order to guarantee comprehensive assistance to vulnerable cases in the region.
- Coordinate the adequate information management of AVRR related activities, including awareness-raising and visibility, through preparation and submission of monthly reports, press releases and production of other relevant materials. Respond to any ad hoc information requests from other IOM units, donors, and the Government of Syria.
- Act as the initial focal point for all other movement operations as they are being established in Syria, including resettlement, family reunification, and general immigration/visas
- Contribute to the development and regular implementation of relevant monitoring and evaluation plans and tools to track policy mainstreaming initiatives; compile and present data to support tracking of progress and provide technical inputs to contribute to improvements in project delivery, data management and coordination.
- Regularly review the current guidelines on reintegration and make recommendations for more effective and efficient reintegration interventions mechanisms.
- In coordination with the Protection Officer and Head of Programmes, participate in conferences, working groups, workshops, steering committees, policy, and technical working groups, as well as other forums for coordination and presentation of IOM's activities in the field of AVRR.
- Undertake duty travel relating to project assessments, liaison with counterparts, project implementation, Monitoring & Evaluation as required.
- Perform such other duties as may be assigned.

III Training component: Learning elements and expectations

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

- Gain experience in a UN Organization, including management and international cooperation activities, as well as understanding the dynamics of international working environment.
- 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.
- Gain experience in working with governmental, non-governmental, academia, and United Nations institutions.
- Be able to draft partner engagement plans, concept notes, project proposals and other resource mobilisation material.

The JPO training programme includes the following learning elements:

- JPO Induction Week (Year 1): Participation in the mandatory JPO Induction Week in Geneva, providing an overview of the UN system, IOM's mandate and operations, and the JPO Programme.
- Targeted Technical Trainings (Years 1–3): Access to targeted trainings relevant to JPO functions, including Project Development and PRIMA, available from the first year onwards.
- Career Development sessions (Years 1–3): Participation in career development sessions and other specialized trainings organized, focusing on competencies such as leadership, communication, and career planning within the UN system.
- Mentorship (Years 1–3): Opportunity to participate in IOM's mentorship programme, pairing JPOs with experienced IOM staff to support professional development, institutional learning, and career guidance throughout the assignment.
- 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.

IV Supervision

Title of supervisor: Head of Programmes

Content and methodology of supervision

Supervision is implemented through structured and consistent processes to ensure accountability and support.

Methods

Reporting: Staff submit progress reports and activity updates prior to scheduled supervision meetings.

Evaluation Procedures: Performance is assessed against agreed work plans as per IOM standard Performance Appraisal Plan. Feedback is documented and shared during review sessions.

Additional Support: Ad hoc consultations are available for urgent issues or guidance on complex tasks.

V Required Qualifications and Experience

Age: Maximal age limit is 32 years as of 31 December of the year of application.

Education:

- Master's degree or equivalent in International Relations, Political Science, Humanitarian Affairs, Economic Development, Business or Public Administration, International Studies or a related field from an accredited academic institution with two years of relevant professional experience; or
- Bachelor's degree with equivalent studies from an accredited academic institution with four years of relevant professional experience.

Substantive parts of the candidates' academic training (Bachelor and/or Master) must have taken place in a developing country that appears on the list of eligible countries.

[eligible-countries-DC-JPOs.pdf](#)

Working experience:

- Experience working in complex humanitarian operations, specifically meeting timelines;
- Experience living and working in a conflict environment;
- Experience in liaising with governmental authorities as well as with national and international institutions;
- Experience in resettlement and movements management.

Work experience within the UN system should not exceed 1 year, including UNV, (paid) UN internship and UN consultancy.

Relevant Internship experience will only be counted towards the minimum years of required experience if it were full-time and it took place within the UN system, a multilateral institution, public sector, nongovernmental organizations or formal volunteering organizations.

Languages : For all applicants, fluency in English is required. Working knowledge of Arabic is desirable.

Key competencies

- 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.

VI Background information on Agency/Department/Section

The International Organization for Migration (IOM) is the UN Migration Agency, working to support humane and orderly migration worldwide. In Syria, this position sits within the Voluntary Return Movements/Assisted Voluntary Return and Reintegration (AVRR) portfolio, which supports the planning and coordination of voluntary, safe and dignified return movements and related movement operations, including transportation assistance, protection-sensitive approaches and referrals, and close coordination with government counterparts, UN agencies, and other partners. Website: www.iom.int

VII Information on living conditions at Duty Station

Damascus is a non-family duty station with a volatile and evolving security context. International staff should expect movement restrictions, strict adherence to UNDSS/IOM security guidance, and changes to access, curfews, or routing at short notice.

- **Security:** Security risk management is coordinated through UNDSS and IOM (including security briefings and mandatory compliance). Staff are required to follow the Security Risk Management Measures (SRMM), including limitations on road travel, use of approved transport, route/area restrictions, and potential temporary shelter-in-place procedures when advised.
- **Housing:** Accommodation is typically provided through a UNDSS-approved Hotel in line with applicable security requirements. Options may be limited and subject to availability; allocations can change depending on the security context and operational needs. Staff are expected to comply with UNDSS/IOM guidance on approved locations and related procedures.
- **Medical services:** Private clinics and hospitals operate in Damascus and are generally used by international staff for routine consultations. Capacity, specialist availability, and medical supply chains can be constrained. For serious conditions and some specialized care, medical evacuation may be required in line with IOM insurance and UNDSS procedures.
- **Partners' employment:** Employment opportunities for partners may be limited due to the duty station context, work permit/residency requirements, language needs, and the constrained private sector. Remote work may be feasible depending on connectivity and employer arrangements, subject to local regulations and organizational security guidance.

Further practical details (entry/exit procedures, accommodation guidance, and medical/evacuation arrangements) are provided during onboarding and in duty-station briefings; conditions may change and are subject to UNDSS and IOM advisories.

VIII How to apply

Applicants can apply through this link [here](#).

Before 4 June 2026.

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.