



Open to Internal and External Candidates

SVN 2023 /021 /DJ

Position	Senior Migrant Protection and Assistance Specialist
Duty Station	Obock
Classification	General Service Staff, Grade G7/1
Type of Appointment	Six months with possibility of extension
Estimated Start Date	As soon as possible
Reference	SVN 2023/021 /DJ
Closing date	07/09/2023

Established in 1951, IOM is the leading UN 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.

Context:

The International Organization for Migration (IOM) supports a Migration Response Centre (MRC) in Obock, Djibouti. Situated in a strategic location along the migration route, the MRC brings different partners to facilitate the assistance and protection of migrants in vulnerable situations and to ensure they receive appropriate support. The MRC provides multisectoral assistance to migrants with food, non-food items, healthcare, psychosocial support, counselling, and recreational activities, among others.

Under the overall supervision of the Head Sub office (CoM) and the direct supervision of the Protection Officer, the successful candidate will support the coordination of the day-to-day activities of the Migrant Protection and Assistance team, including identification and development of new areas of intervention to enhance the Country Office's assistance of vulnerable migrants.

Core Functions / Responsibilities:

1. Assist the Head of Unit (HoU) in managing and coordinating the project portfolio of the Migrant Protection and Assistance (MPA) Unit, with a focus on the MRC in Obock;
2. Analyse migration trends and upcoming issues of relevance, donor priorities and funding opportunities, and contribute to the conceptualization of IOM's programmes aligned with the strategic objectives of the Country Office;
3. Coordinate the drafting of project proposals and concept notes in coordination with the HoU and in line with IOM's policies, procedures, and systems, including Project Information and Management Application (PRIMA), and assist the HoU in resource mobilization efforts;
4. In close collaboration with the HoU, Resource Management Officer (RMO) and project staff, facilitate compliance with IOM monitoring requirements, including M&E tools, for gathering and utilizing quality data in reporting on performance and results of programme/projects;
5. Based on feedback received from migrants served as well as from the M&E exercises conducted, make recommendations to the Head of Unit on possible operational and strategic enhancements that could strengthen IOM's support to migrants and partners;
6. Develop information management and visibility updates for the different programmes targeting internal audience, donors, and external stakeholders;



7. Develop, update, and maintain procedures and processes at unit level, developing internal context specific Standard Operating Procedures (SOP's) that are aligned with global standards and internal IOM policies and procedures;
8. Undertake duty travels and participate in meetings and/or events in support of project deliverables, enhancing stakeholder management;
9. Support and provide advice to the Head of Unit in developing operational partnerships with relevant governmental, civil society and donor partners in coordination with relevant teams;
10. Serve as Officer in Charge for the Migrant Protection and Assistance Unit in the absence of the Head of Unit;
11. Perform any other duties as may be assigned.

Required Qualifications and Education and Experience

- Master's degree in International Relations, Law, Social, Political or Economic Sciences, Social Work, Migration or Development Studies or a related field from an accredited academic institution with two years of relevant professional experience;
- or • Bachelor's degree in International Relations, law, social, political or economic sciences with four years of relevant professional experience.

Languages

- Experience in the coordination of a protection, operations, and/or migrant assistance portfolio for an international organization;
- Experience in maintaining strong partnerships with government institutions, civil society, and donors;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Demonstrated proficiency in the use of Office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis;
- Specific training in project development and/or project cycle management an asset; • Knowledge of IOM's financial rules and regulations is an asset;
- Specific training in protection of vulnerable migrants an asset;
- Strong drafting, writing, and reporting skills.

How to apply:

Interested candidates are invited to submit applications (motivation letter and CV) quoting the **SVN number** indicated above by email iomdjhrd@iom.int

Only shortlisted candidates will be contacted.