



POST DESCRIPTION

I. POSITION INFORMATION	
Position title	National Project Officer
Position grade	NOA
Duty station	Freetown
Job family	Programme
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Reports directly to	Project Manager
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. IOM is part of the United Nations system, as a related organization. IOM supports migrants across the world, developing effective responses to the shifting dynamics of migration and, as such, is a key source of advice on migration policy and practice. The organization works in emergency situations, developing the resilience of all people on the move, and particularly those in situations of vulnerability, as well as building capacity within governments to manage all forms and impacts of mobility.</p> <p>IOM has been operating in Sierra Leone since 2001. During its inaugural years, IOM Sierra Leone has supported the government through the implementation of life-impacting projects including the demobilization and rehabilitation of ex-combatants as well as the registration and resettlement of refugees to third countries. IOM's activities have since expanded reflecting emerging and changing needs related to mobility and migration management in the areas such as development of human capital and strengthening of institutional capacity; health and border management; emergency response including the Ebola outbreak and flood/mudslide disasters; diaspora engagement; counter trafficking; disaster risk reduction (DRR); Assisted Voluntary Return and Reintegration (AVRR).</p> <p>With support from the European Union/Under European Union Funding, IOM Sierra Leone aims to assist vulnerable returned migrants with sustainable reintegration with emphasis on protection and MHPSS support through strengthened partnerships with the Government of Sierra Leone, civil society organisations and private sector.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Under the overall supervision of the Head of Office in Sierra Leone and the direct supervision of the Project Manager, The successful candidate will be accountable and responsible for assisting the project related activities. In particular, he/she will:</p> <ol style="list-style-type: none"> 1. Assist in the coordination and monitoring of the operational, administrative and financial aspects of the project in accordance with IOM policies and practices as well as donor's requirements. 2. Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation. 	

<ol style="list-style-type: none"> 3. Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures. 4. Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms in coordination with PI team on project related activities including project awareness and visibility, summaries, press releases and other relevant materials. 5. Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements. 6. Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts. 7. Contribute to the planning, development, organization and delivery of capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities. 8. Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums. 9. Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents. 10. Supervise and provide training and technical guidance to project staff. 11. Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc. 12. Perform other related duties as required.
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
<ul style="list-style-type: none"> • Bachelor’s degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with five years of relevant professional experience.
EXPERIENCE
<ul style="list-style-type: none"> • Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations; • Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and, • Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
SKILLS
<ul style="list-style-type: none"> • In depth knowledge of the broad range of migration related subject areas dealt with by IOM in Sierra Leone; • In depth knowledge of livelihood assistance to vulnerable groups in development setting which may include microfinancing, entrepreneurship, small scale grant programmes, job-creation, micro/small enterprise start-up/expansion;

- Knowledge of youth empowerment programming, protection-mainstreaming;
- Knowledge of UN and bilateral donor programming.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English (oral and written).	Working knowledge of Krio is an advantage.

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

VII. HOW TO APPLY

Interested candidates are invited to submit their applications to iom-recruitment-sl@iom.int with the subject line, “**Application: Programme NOA**”, with the following attachment **in PDF**; (i) cover letter, (ii) curriculum vitae, (iii) education and work experiences, (iv) three reference contacts, and (v) copy of passport sized picture.

Deadline of the submission is extended to **5 April 2023**.

IOM only accepts duly completed applications submitted to the email address. Only shortlisted candidates will be contacted by IOM.

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Posting Period:

From 8 March 2023 to 5 April 2023 (extended)

VIII. OTHER INFORMATION

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.