

Vacancy Notice
Open to Internal and External Candidates
VN-SL 2024 _005

Position Title : Senior Programmes Assistant
Duty Station : Freetown, Sierra Leone
Classification : General Service, Grade G7-
Type of Appointment : Special Fixed Term of 9 months
Estimated Start Date : As soon as possible

Closing Date : 24 July 2024

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

IOM is committed to a diverse and inclusive environment.
Applications from qualified female candidates are particularly encouraged.
Internal and external candidates are eligible to apply to this vacancy. For all IOM vacancies, applications from eligible and qualified internal candidates are considered before those of qualified and eligible external candidates in the selection process.

Context

IOM Sierra Leone, overseen by the West and Central Africa Regional Office, operates with a focus on executing country-specific programs aligned with the strategic priorities of the region. IOM has been operating in Sierra Leone since 2001. Since signing a cooperation agreement with the Government of the Republic of Sierra Leone in April 2001, IOM has actively engaged in diverse migration management and migration governance efforts in Sierra Leone. The Organization concentrates on various programmes aimed at addressing migration needs, challenges and promoting sustainable development, with a broader objective of fostering safe, orderly, and well-managed migration in Sierra Leone.

Under the direct supervision of the Head of Office the incumbent will perform the perform the following functions:

Core Functions / Responsibilities

1. Independently lead and coordinate the implementation of the project; monitor implementation of the activities to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field.

2. Regularly research, follow-up, compile, analyse and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget expenditures; verify availability of funds and maintain a proper record of approved project budgets and their revisions.
4. Coordinate and monitor the financial, administrative and technical aspects of the project in line with IOM policies and donor requirements.
5. Plan, coordinate and conduct capacity building workshops for relevant internal and external parties.
6. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project
7. Coordinate the preparation of correspondence, briefing notes, presentations, narrative and financial reports; ensure status reports are prepared and submitted in a timely manner.
8. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects.
9. Supervise and provide guidance and training to reporting staff
10. Perform other related duties as required.

Required Qualifications and Experience

Education

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

Experience in liaising with governmental authorities, international organizations, United Nations agencies and non-governmental organizations

Previous experience in project management at UN agencies or other international organizations

Experience in monitoring and reporting

Prior experience on awareness raising with the media, capacity-building of stakeholders and organization of (high-level) events in coordination with government partners is an advantage.

Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- High level of interpersonal communication; commitment, efficiency, flexibility, drive for results,
- Demonstrated ability of working effectively and harmoniously with colleagues from varied cultures and professional backgrounds to achieve desired goals.
- Clearly communicates, and listens to feedback on, changing priorities and procedures

Languages

Fluency in **English** is required.

Required Competencies

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

Values

- Inclusion & respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion wherever possible.
- Integrity & 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

- 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 and explains complex matters in an informative, inspiring and motivational way.

Other

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.

Female candidates with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications to iom-recruitment-sl@iom.int with the subject line, “ VN SL 2024 _005 – Senior Programmes Assistant with the following attachment in PDF; (i) Cover Letter , (ii) Curriculum Vitae, (iii) Education and Work Experiences, (iv) Three Reference Contacts. The deadline of submission is **Wednesday, 24th July 2024**.

Only shortlisted candidates will be contacted.

Posting period

From 17 July 2024 to 24 July 2024