



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

JUNIOR PROFESSIONAL OFFICER

I. POSITION INFORMATION	
Position title	Policy Officer (United Nations Migrations Network)
Position grade	P.2
Duty station	Geneva
Position number	New Position
Job family	Policy and Representation
Organizational Unit	10013276 Secretariat and Fund Management Unit (MPTF)
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	HQ
Position rated on	07 September by L.KHARATYAN
Reports directly to	20067152-Senior Trust Fund Manager
Number of direct reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The International Organization for Migration (IOM) is responsible for coordinating and providing the secretariat for United Nations Network on Migration (UNMN).</p> <p>The United Nations Secretary-General has established the Network to ensure effective, timely and coordinated system-wide support to Member States in the implementation, follow-up and review of the Global Compact for Safe, Orderly and Regular Migration (GCM). The Network consists of members of the UN system (Member States including donors, agencies, funds and programs, NGOs and civil society) for whom migration is of relevance to their mandates.</p> <p>In carrying out its mandate, the Network will prioritize the rights, safety, wellbeing and inclusion of migrants and their communities of destination, origin, and transit. The Network will place emphasis on those issues where an inter-agencies as well as a common UN system approach would add value and from which results and impact can be readily gauged.</p> <p>Under the overall authority of the Director General of IOM in his capacity as Network Coordinator, the Network secretariat provides strong and operational support to the work of the Network and is responsible for monitoring effective implementation of the decisions taken by the Network, and alignment with the Network objectives and working principles.</p>	

The secretariat also houses the Fund Management Unit (FMU), set up to support all aspects of the Migration Multi-Partner Trust Fund (Migration MPTF). The Migration MPTF is the first pooled funding instrument focusing on migration. The Fund is a concrete demonstration of a multilateral commitment to strengthening international cooperation in the pursuit of principled and better governed international migration, placing the wellbeing of individuals at its core.

Established in 2019, the Fund is fully operational, with joint programmes currently under implementation, and many more in the pipeline. The governance structure consists of the Steering Committee (decision making body with representatives from Member States including traditional - emerging donors, UN agencies and NGOs), the Fund Management Unit, and the Administrative Agent ('trustee' of the Fund).

The secretariat, including the FMU, will increasingly be engaged in preparing the different steps and key moments to showcase the implementation of the GCM objective, including the International Migration Review Forum (IMRF) with its first quadrennial in 2022. This IMRF session will be a great opportunity for Member States to discuss progress made in GCM implementation, and outstanding challenges, including as regards the operation of the Migration MPTF.

Under the overall supervision of the Head, UN Migration Network Secretariat and the direct supervision of the Senior Trust Fund Manager, the incumbent will be responsible to supporting the policy and planning activities of the Network (including Migration Review - IRMF), to liaising and advocating with the relevant stakeholders of other fora on migration (including the Global Forum on Migration and Development (GFMD) and to contributing to the implementation of Migration Multi-Partner Trust Fund's programme activities.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Policy, Planning and Advocacy

- Work as a part of a secretariat team in support of planning for, and supporting, the different steps and key moments to showcase the implementation of the GCM objectives, including the International Migration Review Forum (IMRF). This will include different tasks including the dissemination of key messages from the Secretary-General's report on GCM implementation, supporting the preparation of background notes for the IMRF Roundtables, and facilitating effective exchanges with all partners (Member States and stakeholders).
- Contribute to the effective follow-up, as relevant, to the decisions taken in the IMRF to take into account within the Network Work plan implementation and revision.
- Support the secretariat team efforts to liaise, coordinate and advocate with Member States and relevant stakeholders (including UN agencies, funds and programs, NGOs) identified in the GCM by organizing meetings, discussions sessions, roundtables and events.
- Liaise with the different global and regional coordination bodies, fora and processes which can contribute to the GCM objectives by complementary actions and projects such as Regional Economic Communities, and the Global Forum on Migration and Development (GFMD).
- Perform such other duties as may be assigned.

Communication and Reporting

- Participate to drafting the diverse working strategic and technical documents of the Network; including the MPTF documents such as the Fund consolidated Annual Report, including analysis of inputs, information and statistics from joint programs.
- Contribute to the development of the Fund communication strategy and advocacy actions (meetings and events organization, donors and partners mapping and relations, preparation of working and public information materials).

Resource Mobilization and Donor Relations

- Contribute to the identification and mapping of the resource mobilization opportunities (donors interests, geographic and thematic priorities)
- Undertake outreach and advocacy activities (identification of contact points, preparation and set up of meetings, follow-up and consolidation of relations with donors, etc.) and prepare supporting materials.
- Assist in preparing briefing materials for the Director General (Chair of the Steering Committee) and other senior officials.

Results Monitoring and Knowledge Management

- Review documents and concept notes on activities and programs submitted to the Fund, particularly related to results-based management, and the development of results frameworks.
- Contribute to the monitoring of the programs supported by the Fund, including review of reports and updates submitted.
- Gather, document and disseminate information on lessons learned.;
- Support the development and updating of the Migration MPTF set of tools and templates for designing, managing, monitoring and reporting on joint programs.

IV. COACHING AND LEARNING ELEMENT

As an integral part of the IOM assignment the Junior Professional Officer will:

- Gain experience in a UN Organization, including management and international cooperation activities.
- Gain experience in global migration policies, relevant migration governance strategies and responses.
- Acquire in-depth knowledge of UN pooled funding mechanisms, joint programming and inter-agency collaboration.
- Be able to draft and finalize reports and communication materials.
- Gain experience in working with governmental, non-governmental and United Nations institutions.
- Enhance negotiation skills in a multilateral setting.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION	
<ul style="list-style-type: none"> • Master's degree in International Relations, Diplomatic Studies, Law, Development Studies or a related field from an accredited academic institution with two years of relevant professional experience; or, • University degree in the above fields with four years of relevant professional experience. 	
EXPERIENCE	
<ul style="list-style-type: none"> • Professional work experience in international development cooperation ; • Professional work experience in liaising with governmental and diplomatic authorities, UN agencies, NGOs is an asset ; • Professional work experience on fragile and developing countries contexts is an asset ; • Background/familiarity with project cycle management and results-based management is an asset; • Background / familiarity with analysis and policy planning in the field of migration is an asset; • Experience with budget management, resource mobilization and donors relations is an asset; • Strong written and oral communication skills, strong analytical skills, and the ability to speak effectively in internal and external forums; • Ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds. • Capacity to work independently under pressure with tight deadlines; and capacity to work effectively in (a) team(s). 	
SKILLS	
<ul style="list-style-type: none"> • Demonstrated experience in migration, human rights or international relations; • Proven analytical, project management and organizational skills, including the ability to prioritize and manage simultaneous critical tasks; • Experience supporting and working with cross-functional teams in a dynamic environment; • Good understanding of migration issues, trends and policies; • Excellent communication skills, and advanced writing skills; and, • Proven ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds. 	
V. LANGUAGES	
	Desirable
English	Working knowledge of French and/or Spanish is an advantage.
VI. COMPETENCIES ¹	

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

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

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.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

STAFF MEMBER

DATE