



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

JUNIOR PROFESSIONAL OFFICER (P - JPO)

I. POSITION INFORMATION	
Position title	Peacebuilding Support Officer
Position grade	P.2 JPO-Fixed term, one year with possibility of extension
Duty station	Geneva, Switzerland
Position number	
Job family	
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	HQ
Position rated on	
Reports directly to	Post-Conflict Advisor (Disarmament, Demobilization and Reintegration (DDR)) - Jason APLON
Number of Direct Reports	
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The main focus of the IOM JPO programme is achieving IOM's Global mandate on Migration which includes emphasis on the Global Compact on Migration, IOM's leading role in the UN Network on Migration and the migration-related activities of the Sustainable Development Goals (SDG's.)</p> <p>The International Organization for Migration (IOM) supports a diverse peacebuilding portfolio designed to prevent, manage and resolve conflict as driver of displacement and obstacles to return and (re-)integration. IOM works at the individual, community and institutional levels to address the drivers and triggers of conflict, and manage conflict dynamics, by supporting violence prevention and resolution, community stabilization and social cohesion, and former fighter reintegration, creating conditions for sustainable peace and the return and reintegration of displaced populations.</p> <p>Peacebuilding requires specific attention to complex and sensitive social dynamics with attention to gender, youth and conflict sensitivities, as well as issues of human rights and protection, restitution, transitional justice, equitable access to social services, participatory governance and inclusive livelihoods. As such, IOM's commitment to peacebuilding contributes to the objectives of the humanitarian-development-peace nexus (HDPN) and the 'Sustaining Peace' agenda and SDG 16.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
The Junior Professional Officer will be provided with regular feedback on his/her	

performance and progress, with special attention granted to goal setting and overcoming challenges.

Under the direct supervision of the Post-Conflict Advisor (Disarmament, Demobilization and Reintegration (DDR)), the Junior Professional Officer's duties and responsibilities will include:

1. Supporting the development of the Unit's strategies and work across the portfolio:
 - Provide research and participate in the drafting of documents pertinent for the development of the Unit's strategy and work, in particular in the areas of gender and peacebuilding and youth and peacebuilding.
 - Track the Unit's programmes/projects developed by country offices around the world, support the proposal review process and provide regular updates / reports on projects under development, endorsed and/or funded.
 - Contribute to the development, integration and mainstreaming of components related to gender and youth into the Unit's work with a view to further developing this area of work; and,
 - Provide support to fundraising efforts for the Division's work, as needed, including through donor contacts.
- 2 Assist in the development and maintenance of knowledge products such as fact sheets, briefing materials, presentations and thematic guidance notes.
- 3 Assist with the development of training modules on the Unit's work/approaches/methodologies/experience.
- 4 In coordination with IOM's communications division and DSU, support the drafting of communication material for the Unit in line with the TRD and DOE communication strategies, such as content on peacebuilding for the bi-monthly TRD newsletter.
- 5 Contribute to institutional reporting, such as bi-weekly reports by ODG, the Annual Report and the Global Report.
- 6 Participate in meetings/conferences as requested, keep abreast of developments in Geneva's Peacebuilding community and contribute to the Unit's strategic engagement with the Peacebuilding community in Geneva.
- 7 Support the organization and coordination of expert deployments by preparing Terms of Reference, obtaining supporting documentation and facilitating timely coordination within and between IOM Departments, HQ Offices and Country Offices, and other related tasks; and,
- 8 Perform other relevant duties as assigned.

IV. COACHING AND LEARNING ELEMENTS

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

- Gain experience in an International Organization, including understanding the dynamics of regional and international initiatives and working groups.
- Be able to draft and review concept notes and funding proposals in line with the relevant IOM frameworks.
- Participate in the development of communication material, trainings and workshops related to different peacebuilding areas.

Gain experience in working with governmental, non-governmental and other United Nations institutions.

V. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Master's degree in Political or Social Science, Business Administration, International Relations, Law, migration and/or Development, 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 work experience

EXPERIENCE

- Minimum of two to three years of professional experience in peacebuilding, (post-) conflict or fragile settings.
- Experience of working in a multi-cultural setting.

SKILLS

- Good analytical, writing and reporting skills.
- Strong cultural awareness and ability to work effectively in multi-cultural environments.
- Advanced English writing, communication and negotiation skills;

VI. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
For this position, fluency in English is required (oral and written).	Working knowledge of French and/or Spanish is an advantage

VII. 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

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

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 x*

- 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
To be determined

DATE