

Appointment type: **Special Short Term**Contract duration: **One year with possibility of extension**Posting duration: **2 weeks**WBS: **wbs tbc/Appointment is subject to funding confirmation.**Direct supervisor: **Cécile Riallant**Notes to include in the vacancy announcement: **N/A**

International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

### **JUNIOR PROFESSIONAL OFFICER**

<b>I. POSITION INFORMATION</b>	
Position title	Junior Professional Officer (Migration and Sustainable Development)
Position grade	P.2
Duty station	Geneva, Switzerland
Position number	New Position
Job family	
Organizational unit	Migration and Sustainable Development Division
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	HQ
Position rated on	20 May 2022 by L.KHARATYAN
Reports directly to	Head of Migration & Sustainable Development Division (MSD), Department for Peace and Development Coordination (DPDC)
Number of Direct Reports	N/A
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Capitalizing on the positive relationship between migration and sustainable development has long been a strategic focus of IOM's work on migration governance. With IOM's entry into the United Nations system, IOM's role as Coordinator of the United Nations Network on Migration for the implementation and follow-up of the Global Compact for Safe, Orderly and Regular Migration (GCM) and the United Nations Development System reform, the Organization now has a clear responsibility to articulate its activities and mandate in relation to the 2030 Agenda for Sustainable Development, to report on its activities to Member States in achieving the commitments therein, and to contribute to the global discussions on migration and sustainable development. The adoption of the GCM presented a significant opportunity to leverage the positive relationship between migration and development, given that the Compact is anchored in the 2030 Agenda and recognizes that, when properly managed, migration contributes to positive development outcomes.</p> <p>The IOM Institutional Strategy on Migration and Sustainable Development guides this work by ensuring that IOM's programming and policy interventions draw on the 2030 Agenda and positively exploit the linkages between migration &amp; and development with the understanding that migration can be a powerful driver of sustainable development for migrants themselves, for members of their families and for the communities in countries of origin, transit, and destination.</p>	

The Migration and Sustainable Development Division (MSD) is the institutional Focal Point for mainstreaming and maximizing the impact of IOM's interventions in their contribution to the 2030 Agenda for Sustainable Development. The division leads the implementation of IOM's institutional strategy on Migration and Sustainable Development through a whole of organization approach for the UN SDG Decade of Action. As such, the division works in close coordination with other IOM entities, given the cross-cutting relevance of the sustainable development goals to the diverse portfolio of IOM programming. Key areas of work include promoting integrated governance mechanisms and policy approaches for social and economic development to maximize the impact of IOM programmes to empower and enable migrants and displaced populations to contribute and benefit from development processes; advancing inclusive policy and financing approaches for migrants, displaced persons and transnational communities to contribute to sustainable development; and in working in conjunction with other divisions to address the drivers of migration and displacement in fragile and development contexts. The Division directly contributes to the implementation of the Global Compact for Migration, providing technical support for integrating migration as a cross-cutting issue in UN planning mechanisms at all levels, including the UN Network on Migration and the UN Sustainable Development Group.

The Junior Professional Officer (JPO) will be a key member of the Migration and Sustainable Development Division. Under the direct supervision of the Head of MSD and the overall supervision of the Director of the Department of Peace and Development Coordination, the successful candidate will work to support the communication, knowledge management, policy development, coordination, and global outreach activities of the Division, as well as the overall implementation of IOM's Strategy on Migration and Sustainable Development.

### **III. RESPONSIBILITIES AND ACCOUNTABILITIES**

#### **Key Functions:**

1. Support MSD activities to implement IOM's Institutional Strategy on Migration and Sustainable Development and to position IOM as a key member of the UN Development System to achieve the 2030 Agenda and the Global Compact for Safe, Orderly and Regular Migration.
2. Support IOM's contributions to the UNNM Core Working Groups as well as implementation of the IOM-UNDP Global Programme on Making Migration Work for Sustainable Development.
3. Support the development of IOM's contributions to UN global processes, including the High-Level Political Forum, the UN Sustainable Development Group and to strategically engage with Small Islands Developing States, Least Developed Countries and others.
4. Contribute to the preparation and implementation of MSD capacity building activities organized for IOM staff, Regional and Country Offices as well as external stakeholders, incl. governments and UN Country Teams, through the preparation of training agendas and training materials, such as presentations, groups exercises, etc.
5. Provide technical inputs in drafting policy inputs and advice responding to internal and external IOM requests for support, including preparation of briefs, fact sheets, various knowledge products and tools, guidelines on migration governance and policy issues related to sustainable development;
6. Support MSD's contributions to and active participation in global dialogues, events and processes such as the Global Forum on Migration and Development including logistical and drafting support for the events, meetings, presentations or panel interventions.

7. Contribute to the implementation of MSD's communication and outreach strategy and the integration of the newly developed messaging and communication into global outreach and advocacy efforts.
8. Support the integration of good practices and lessons learnt from the implementation of the Global Programme on Making Migration Work for Sustainable Development into IOM's Migration and Development strategy work plans and activities, including via the M4D Net and its related social media channels.
9. Work closely with technical and communication colleagues to support the cross-fertilisation of all IOM online hubs, tools and websites related to migration and sustainable development.
10. Assist with the logistical and coordination tasks of setting up meetings for MSD, UNNM working groups, internal IOM Working Group on SDGs and internal IOM Working Group on Strengthening Engagement with Local Actors and others.
11. Perform any other duties as may be assigned.

#### **IV. COACHING AND LEARNING ELEMENTS**

The Junior Professional Officer will be provided with regular feedback on his/her performance and progress, with special attention paid to goal setting and overcoming challenges.

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, as well as understanding the dynamics of regional and international initiatives and working groups;
- Gain experience in migration and development policy and practice, working with a global organization in a multi-cultural environment;
- Contribute to the successful implementation of IOM's M&SD strategy and a strategic global programme supporting 11 countries enhance their migration governance frameworks for development gains;
- Take part in high-level policy conferences and meetings related to migration and development;
- Participate in and contribute to training courses and working groups on migration and development;
- Build a solid understanding of IOM's work and programme areas.

#### **V. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

- Master's degree in Economics, Urban and Regional Planning, Local Economic Development, Political Science, and Private Sector 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 relevant professional experience.

##### **EXPERIENCE**

<ul style="list-style-type: none"> <li>• Minimum of 2 years' professional experience on migration-related issues;</li> <li>• Demonstrated experience in the field of migration and sustainable development with emphasis on policy development and advocacy;</li> <li>• Relevant experience in preparing communication and policy related materials such as issue briefs, newsletters, talking points, presentations;</li> <li>• Experience in delivering detailed briefs and presentations, organizing trainings and workshops; and,</li> <li>• Experience in liaising with governmental authorities, other national/international institutions private sector partners, as well as in donor liaison, outreach and networking.</li> </ul>	
<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>• Excellent knowledge of spoken and written English; working knowledge of French and/or Spanish is highly desirable;</li> <li>• Excellent writing skills, incl. ability to write content in a concise and clear manner;</li> <li>• Strong organizational skills;</li> <li>• Proven ability to produce quality work accurately and concisely according to set deadlines;</li> <li>• Practical skills of how-to multi-task, prioritize and work independently;</li> <li>• Computer literacy, especially Microsoft Word, PowerPoint and Excel, good knowledge of social media platforms and web-based management systems strongly encouraged; and,</li> <li>• Skills in running communication campaigns in social media.</li> </ul>	
<b>VI. LANGUAGES</b>	
Required (specify the required knowledge)	Desirable
Fluency in English (including excellent writing skills)	Working knowledge of French and/or Spanish is a distinct advantage.
<b>VII. COMPETENCIES<sup>1</sup></b>	
The incumbent is expected to demonstrate the following values and competencies:	
<b>Values</b> - all IOM staff members must abide by and demonstrate these three values: <ul style="list-style-type: none"> <li>• <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>• <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> </ul>	
<b>Core Competencies</b> -- behavioural indicators /level 2	

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- 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:**

1<sup>ST</sup> LEVEL SUPERVISOR

DATE

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2<sup>ND</sup> LEVEL SUPERVISOR

DATE

STAFF MEMBER

DATE

To be determined