

## Vacancy Notice CY2023-34

### Open to Internal and External Candidates

Position Title : **Project Coordinator**  
Duty Station : **Nicosia, Cyprus**  
Classification : **Grade G6**  
Type of Appointment : **One-year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **28 November 2023**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM is committed to a diverse and inclusive environment. 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.

#### **Context:**

Under the direct supervision of the Head of Office, the successful candidate will be responsible and accountable for coordinating the implementation of the project "*Operation of semi-independent living units for Unaccompanied and Separated Children*".

#### **Core Functions / Responsibilities:**

1. Lead and coordinate the implementation of the project; monitor implementation of the activities to ensure work is proceeding according to established plans; analyze implementation difficulties, identify gaps and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field and to improve implementation.
2. Monitor budget expenditures; verify availability of funds and maintain a proper record of approved project budget and its revisions.

3. Coordinate and monitor the financial, administrative, and technical aspects of the project in line with IOM policies and donor requirements.
4. Contribute to the planning, coordination and delivery of capacity building workshops targeting IOM staff and external parties and workshops targeting the beneficiaries.
5. Coordinate in collaboration with the Project and Communications Assistant the preparation and dissemination of communication products, information materials etc.
6. Coordinate in collaboration with the Senior Area Project Assistant the identification of new semi-independent living units.
7. Coordinate the timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
8. Participate in relevant coordination meetings, conferences, working groups and other forums.
9. 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.
10. Undertake duty travel as and when required for the project implementation, monitoring visits, project assessments etc.,
11. Supervise and provide guidance and training to other staff in the unit.
12. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- High School diploma with at least six years of relevant professional experience, or,
- University or Bachelor's degree from an accredited academic institution, preferably in Political Science, Economics/Business Administration, International Relations or Law, with four years of relevant professional experience.

#### **Experience and Skills**

- Experience in project implementation, preferably of EC funded projects.
- 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.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organizations is an advantage.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization.
- Sound knowledge of EU institutional structures and funding mechanisms.
- Good understanding and knowledge of issues related to migration policy and practice as well as social development issues.
- Demonstrated expertise in the project's thematic area is a distinct advantage.
- Sound drafting, presentation and training delivery skills.
- Excellent communication skills.

## Languages

Fluency in **English** and **Greek** (written and oral) is required.

Any other IOM official language.

## Required Competencies

IOM's competency framework can be found at this [link](#).

## 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

- 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.

## Other:

IOM is committed to a diverse and inclusive environment.

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Appointment will be subject to the provision of requirements relevant to the position including academic degree(s), professional licenses, criminal record certificate and declaration of relatives in the Organization.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Cyprus will be eligible for consideration.

## How to apply:

Interested candidates are invited to submit their applications (CV and Cover Letter) in English, to [SMCYPIOMHR-Applications@iom.int](mailto:SMCYPIOMHR-Applications@iom.int) email address, quoting the vacancy number VN CY2023-34 and full name in the subject line of the email, by 28 November 2023 at the latest, referring to this advertisement.

Only short-listed candidates will be contacted.

***Posting period:***

**From:** 14 November 2023 to 28 November 2023