

Special Vacancy Notice CY2023-01

Open to Internal and External Candidates

Position Title : **National Project Officer (Voluntary Relocation Scheme)**
Duty Station : **Nicosia, Cyprus**
Classification : **National Officer Category, NO-A equivalent**
Type of Appointment : **Special-Short-Term Contract, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **1st February 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.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

In Cyprus, IOM Seat Agreement was ratified in Parliament in 2014 and in 2015 IOM inaugurated a fully functional office in the country. Complementing Government of the Republic of Cyprus policies, the IOM's Cyprus Office runs targeted programmes on capacity building for children, on a voluntary solidarity mechanism and on assisted voluntary return and reintegration.

Context:

In the framework of the Solidarity Declaration agreed by European Union Member States (EUMS) and associated countries and in view of the Voluntary Solidarity Mechanism (VSM) which has been established from the five first-line Mediterranean countries for the relocation of asylum applicants towards EUMS and associated countries, IOM will be responsible for ensuring that beneficiaries are adequately prepared for and subsequently transferred on a voluntary basis to the Member State of Relocation (MSR) in safety and dignity by also receiving comprehensive support throughout the entire process.

In view of the above-mentioned project and under the direct supervision of the Senior Project Coordinator and the overall supervision of the Head of Office in Cyprus in close cooperation with the Regional Response Coordinator and Chief of Mission (CoM) in Greece; and in collaboration with relevant units within the CO, at Headquarters (HQs) and the Regional Office (RO) in Brussels, the successful candidate will be responsible and accountable for managing projects under the portfolio of the voluntary relocation mechanism.

Core Functions / Responsibilities:

1. Assist in the coordination and monitoring of the operational, administrative and financial aspects of the project in accordance with IOM policies and practices as well as donor's requirements.
2. Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation.
3. Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures.
4. Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.
5. Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
6. Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts.
7. Contribute to the planning, development, organization and delivery of capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities.
8. Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums.
9. Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents
10. Supervise and provide training and technical guidance to project staff.
11. Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Business or Public Administration, Political Science, Economics, Social Sciences, Law, Psychology, International Relations or a related field from an accredited academic institution with two years of relevant professional experience; or
- Master's degree in above-mentioned fields.

Experience

- 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; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Progressive experience in program implementation and managing teams;
- In-depth knowledge of the migration setting in Cyprus;
- Knowledge of UN and bilateral donor programming;
- Knowledge of program implementation and familiarity with administrative, financial and business rules and practices;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Demonstrated ability to draft and prepare clear and concise formal correspondence and project(s) reports;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Excellent level of computer literacy;
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment to humanitarian principles;
- Willingness to work under difficult conditions;
- Valid driver's license with at least five years driving experience an asset.

Languages

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

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.

Managerial Competencies – behavioural indicators

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other:

IOM is committed to a diverse and inclusive environment.

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

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including **a cover letter and CV in English by email to: rliperti@iom.int**, specifying the vacancy reference number **CY2023-01** and **full name** in the subject line.

Due to the volume of applications received, IOM Cyprus Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From: 18 January 2023 to 01 February 2023