



Special Vacancy Notice - SVNROSA2023/01

Vacancy/Reference Number: **SVNROSA2023/01**
Position Title : **Senior Regional Policy Assistant**
Duty Station : **IOM Regional Office in Pretoria**
Position Grade : **G7 (UN Salary Scale for General Services in the Republic of South Africa)**
Type of Appointment : **Special Short Term, six months with possibility of extension**
Closing Date : **25 June 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Context and Scope:

Following the conclusion of the negotiations and formal adoption of the Global Compact for Safe, Orderly and Regular Migration (GCM) in Marrakesh and New York in December 2018, IOM is the Secretariat and Coordinator of the UN Network on Migration. This is within the backdrop of the ongoing UN Reform, and the work to better support Member States to achieve the 2030 Agenda.

The IOM Regional Office for Southern Africa (ROSA) based in Pretoria is seeking to assist Member States in identifying priorities of the GCM implementation at a country and regional level. IOM provides technical and policy support to Member States and assists countries in achieving the GCM Objectives.

Furthermore, IOM, at the regional level, serves as the secretariat for MIDSA and MIDCOM, and leads the Regional UN Network on Migration. on with the League of Arab States, and supports country level UN Networks on Migration. These entities organize various policy dialogues, such as high-level meetings and capacity building of SADC and COMESA States. The IOM Regional Office in Pretoria's Policy and Liaison Unit works to support both IOM missions as well as Member States alike in the area of Migration Policy including the rollout of the Regional ROSA Strategy 2020-2024 and will be leading on its mid-term review. The unit furthermore conducts active outreach with the International Community through conducting regular Regional Partner Briefings as well as internally, with frequent briefing sessions on a variety of topics.

Under the overall supervision of the Regional Director (RD) of the IOM Regional Office for Southern Africa, and the direct supervision of the Regional Policy and Liaison Officer (RPLO), the successful candidate will be responsible for providing overall administrative and programmatic support in the day-to-day functions of the staff of the IOM Regional Office for Southern Africa:

Core Functions / Responsibilities:

- 1) Support the SADC GCM regional review meetings, Inter-State Consultation Mechanisms, the SDG Voluntary National Reviews;
- 2) Coordinate the administrative arrangements to conduct the Southern Africa UN Network on Migration meetings, including: Scheduling UNNM Quarterly, Technical, and ad-hoc meetings.
- 3) Support the preparation, organization, implementation and follow up of internal and external meetings, virtual capacity building workshops, events, conferences; including take notes, compile inputs and prepare Integrate migration into the UN system.
- 4) Support the RPLO Office in document preparation and drafting of talking points for strategic meetings in relation to the Global Frameworks, such as the Global Compact for Migration, the Sustainable Development Goals, MIDSA and MIDCOM.
- 5) In consultation with RPLO, support the alignment of IOM's substantive inputs and contributions with the GCM objectives and other relevant global frameworks.
- 6) Develop migration policy briefing notes and training of government and stakeholders.
- 7) Assist the Media and Communications unit with the media plan for the podcast, including liaising with the experts speaking on the podcasts, advertising, publishing and dissemination.
- 8) Perform such other duties as may be assigned.

Required Qualifications and Experience**Education**

University degree in Law, International Affairs, Migration Studies, Development Studies, or a related field from an accredited academic institution with five years of relevant professional experience.

High school degree/certificate in the aforementioned field with seven years of relevant professional experience.

Experience

- Experience in undertaking research and drafting documents.
- Experience in facilitating trainings
- Experience in administrative duties.
- Experience in coordination in an international environment.
- Relevant work experience including in civil service, CSO, INGO or NGO environment.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization.
- Knowledge UN frameworks.

Languages

Fluency in English is required (oral and written). Working knowledge of IOM Languages will be an added advantage.

Required Competencies

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

Values

All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies

- 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.

Behavioural

a) takes responsibility and manages constructive criticism; b) works effectively with all clients and stakeholders; c) promotes continuous learning; communicates clearly; d) takes initiative and drives high levels of performance management; e) plans work, anticipates risks, and sets goals within area of responsibility; f) displays mastery of subject matter; g) contributes to a collegial team environment; h) creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA); i) incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation; j) displays awareness of relevant technological solutions; k) works with internal and external stakeholders to meet resource needs of IOM.

Technical

a) delivers on set objectives in hardship situations; b) effectively coordinates actions with other implementing partners; c) works effectively with authorities, stakeholders, beneficiaries, and the broader community to advance global objectives.

Additional Notes:

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are

considered as first- tier candidates and will be given priority over external applicants if they meet the minimum requirements.

The vacancy is open to South African Nationals or candidates with valid residency/work permit.

Appointment will be subject to certification that the candidate is medically fit for appointment.

Method of application:

If you are interested and qualified for this position, please send your letter of motivation, up-to-date Resume/CV, copy of ID and Complete IOM Personal History Form (which can be downloaded from this website: <https://southafrica.iom.int/sites/g/files/tmzbd11136/files/inline-files/personal-history-form.pdf>) to pretoriacvs@iom.int

When you send your application, please specify the Vacancy reference number i.e. **SVNROSA2023/01** on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by **25 June 2023**. Only shortlisted candidates will be contacted.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS