



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice

Position Title : **National Project Officer**
Duty Station : **IOM Country Office based in Maseru, Lesotho**
Classification : *NO-A*
Type of Appointment : *Fixed term, one year with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **October 19, 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:

Under the overall supervision of the Chief of Mission and in collaboration with the National Program Support Officer and the Senior Project Assistant, the successful candidate will support and coordinate project design, planning, implementation, reporting of Countertrafficking, Reintegration, Migration Management, emergency projects and will be responsible for providing supervision of Senior Project Assistant and Project Assistant.

The mission is expecting the incumbent to support IOM's Counter Trafficking, Reintegration, Migration Management including emergency projects. Furthermore, the incumbent is expected to support the Chief of Mission on the regional projects / programs (IDF project, APRM) as well as strategy development, donor liaison and resource mobilization of the mission.

Core Functions / Responsibilities:

1. Design, implement, and monitor projects through aactivities, monitor and track the budgetary, administrative, and technical aspects of projects to check adherence to IOM's policies, practices and global standards and relevant donor requirements.
2. Compile interim and final project narrative reports to the donor in accordance with IOM procedures and donor requirements in coordination with COM and other relevant parties.
3. Identify constraints and obstacles to the implementation of projects, propose solutions, and/or consult the CoM in a timely manner.

4. Coordinate the organization of trainings, capacity building sessions, workshops for government stakeholders and partners in close coordination with COM and relevant units at the Country Office (CO), Regional Office (RO) and Headquarters (HQ).
5. Facilitate the timely recruitment of international/national consultants and/or experts required for the implementation of the projects, in accordance with IOM's procedures and regulations.
6. Develop and draft new concept notes, project proposals and activation of projects in the Project Information and Management Application (PRIMA).
7. Support the COM in building, coordinating, and maintaining relationship with project partners and other relevant stakeholders, as well as in promoting IOM activities.
8. Attend sectoral coordination and inter-agency meetings and relevant technical working groups and participate in joint assessments and site visits.
9. Contribute to IOM resource mobilization by providing inputs on needs, opportunities, implementing partners, operational strategies and financial requirements.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Sciences, International Relations, or a related field from an accredited academic institution with Four years of relevant professional experience.

Experience

- Experience in programme management, including implementation and monitoring and evaluation of projects at district and national levels.
- Experience in partnerships building and policy advocacy.
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of reporting

Languages

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English and Sesotho is required (oral and written).

Required Competencies

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 *level 3*

- 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 *level 3*

- 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

Internationally recruited professional staff are required to be mobile.

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, accreditation, any residency or visa requirements, and security clearances.

How to apply:

The candidate for this position will be selected based on: Covering letter, copies of relevant academic certificates and Curriculum Vitae with contacts of three referees. Only short-listed candidates will be invited for interview.

The applications should be electronically submitted to **IOM Lesotho Admin** iomlesothoadmin@iom.int.

Posting period:

From 05.10.2023 to 19.10.2023