



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

VN.CV10.2022-03

Open to external candidates

Position Title : **National Project Officer (Investment)**
Duty station : **Praia, Cabo Verde**
Classification : **Ungraded**
Type of appointment : **9 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing date : **29-Nov-22**

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.

IOM is committed to a diverse and inclusive work environment. Applications are welcome from internal and external candidates, particularly qualified female candidates. For this vacancy, applications from qualified and eligible internal candidates are considered before those of qualified and eligible external candidates in the selection process.

Context:

This recruitment is part of the projects "Support to the implementation of a Diaspora Entrepreneurship Program in Cabo Verde" which aims to contribute to the development and implementation of Diaspora business projects in Cabo Verde and joint programme "Connecting blue economy actors: Generating employment, supporting livelihoods and mobilizing resources" expected to revamp government's capacity to effectively mobilize the financial investment of the Cabo Verdean Diaspora whilst supporting the creation of a conducive business environment using digital technologies and mechanisms that could support the sustainable economic growth and accelerate the progress towards the Sustainable Development Goals (SDGs).

Under the overall supervision of the Head of Office of IOM Praia, in collaboration with relevant units at country office and Regional Office, the successful candidate will be

responsible and accountable for managing and assist in the implementation of the project activities, monitor implementation of the activities to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and submit plans to best reflect changing environment on the field.

Core Functions / Responsibilities:

1. Coordinate the overall implementation of the project including the oversight of the financial, logistical, administrative and technical aspects in accordance with IOM's policies, practices and global standards as well as relevant requirements, guidelines and grant agreements.
2. Technically review and contribute for project deliverables completion, especially strategic documents and mechanisms developed under project's consultancies.
3. Monitor project implementation according to the work plan; document and evaluate results; identify the causes of deviations and bottlenecks and recommend and implement corrective actions.
4. Promote and contribute to the integration and mainstreaming of gender, protection, human rights and other pertinent cross-cutting issues into programme implementation.
5. Develop monitoring, evaluation, and reporting tools. Contribute to information management including awareness raising and visibility, press releases, website updates and other relevant information-sharing materials.
6. Identify potential areas for project development and contribute to the development of new projects by selecting and summarizing background information, assessing the local context and drafting segments of project proposals.
7. Participate in the development and adjustment of methodologies, contingency plans, approaches and standard operations procedures to respond to emerging challenges in the county through a consultative process with other relevant parties in the office.
8. Coordinate the elaboration and dissemination of reports for donors, government and other relevant stakeholders ensuring timely submission and compliance with donor and IOM requirements.
9. Liaise and coordinate with government entities, implementing partners, United Nation agencies, civil society, donors and other stakeholders.
10. Plan, develop, organize and deliver capacity building activities to build capacity of staff, partners, government officials, and other humanitarian actors.
11. Participate in relevant conferences, working groups, workshops, steering committees, and other forums
12. Supervise, train, and guide project staff.
13. Undertake duty travel as required related to project implementation and monitoring.
14. Perform other related duties as assigned.

Required Qualifications and Experience:

Education:

- Bachelor's degree in Investments, Economy, Finance, Entrepreneurship, Business Administration or related fields from an accredited academic institution with 10 years of relevant professional experience; or,
- Master's degree in the above-mentioned fields with 5 years of relevant professional experience;

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working on investment programmes, entrepreneurship support and promotion or Diaspora engagement;
- Prior work experience with international organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage; and,
- Prior work experience with publications of articles or development of structured and strategic documents related to Investment and/or Diaspora engagement is an advantage.

Languages

Fluency in English and Portuguese (oral and written). Working knowledge of French.

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 2

- **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

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, any residency requirements and security clearances.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to iomcapeverde@iom.int indicating position applied on the subject line: "VN.CV10.2022-03: National Project Officer (Investment) - **Name of the Candidate**".

For the applications to be considered valid, IOM only accepts applications with a **cover letter** addressed to the Head of Office of IOM Cabo Verde (in Portuguese or English) not more than one page, specifying the motivation for the application and a **resume/CV** detailing the candidate's academic and professional background (including relevant references), knowledge of languages and any other skills or activities that prove relevant for the position (in Portuguese or English).

Only shortlisted candidates will be contacted.

Posting Period:

From 18-Nov-22 to 29-Nov-22