



IOM International Organization for Migration

Vacancy Notice
Open to Internal and External Candidates
ROWCA-HR-22-001-VN

Position Title : Head Of Office
Duty Station : Praia, Cabo Verde
Classification : National Officer, Grade NO-C
Type of Appointment : One Year Fixed Term, with a possibility of extension
Estimated Start Date : As soon as possible

Closing Date : 15-07-2022

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 environment.
Applications from qualified female candidates are particularly encouraged.
Internal and external candidates are eligible to apply to this vacancy. For all IOM vacancies, applications from eligible and qualified internal candidates are considered before those of qualified and eligible external candidates in the selection process.

Context

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Under the direct supervision of the Regional Director for the West and Central Africa Region; and, in collaboration with relevant Regional Thematic Specialist at Regional Office and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management and operational functions of the Country Office in Cabo Verde.

In particular, s/he will perform the following functions:

Core Functions / Responsibilities

Strategic country programme development and planning

1. Coordinate the development and clarification of and contribute to IOM's overall mandate and strategy and spearhead strategic planning, results orientation and operational excellence, project development and implementation following appropriate consultation with the Regional

- Office (RO) within the overall regional framework, Headquarters, Member States and other relevant stakeholders.
2. Play a role in policy discussions and ensure approved policies are appropriately integrated in IOM's activities.
 3. Coordinate the development of projects through a comprehensive resource mobilization strategy which includes multilateral and bilateral donors, national and local government and public/private partnerships.
 4. Ensure appropriateness and effectiveness of programme in line with IOM's Strategic Vision and Strategic results framework, accuracy of results reporting, and recommend process improvements including the systematization and transfer of capacities and experiences in support of IOM's global knowledge management. This includes incorporating lessons learned into the next planning cycle.
 5. Provide recommendations to the RO and HQ on national policy and migration trends in the country and in the region as well as governments' migration policies affecting the activities of IOM and prepare proposals for appropriate action.
 6. Support and coordinate authorities and key stakeholders on development of appropriate policies and strategies on migration management including mainstreaming into national plan and budget. Support their proactive engagement in the global/regional processes such as implementation of the Global Compact for Migration (GCM) for Orderly, Safe and Regular Migration and the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs) going forward;

Country programme oversight and accountability

7. Take full responsibility for the successful execution of on-going operational programmes and the development of new ones including a strategy for identifying new opportunities.
8. Supervise the implementation and assure high quality performance of a large variety of migration related projects.

UN inter-agency engagement

9. Participate actively within the United Nations Country Team (UNCT) under the leadership of the Resident Coordinator (RC), with a view to insert migration related issues into the Common Country Analysis (CCA) and United Nations Development Sustainable Development Cooperation Framework (UNSDCF) process.
10. Proactively participate with the UN/HCT on issues related to the prevention of and response to sexual exploitation and abuse and sexual harassment (PSEAH), as well as xenophobia and discrimination, in order to strengthen the interagency collective response.

Resources Management

11. Supervise the operational, human resources, administrative, budgetary and financial activities of the Country Office and oversee those of the Project offices in accordance with the Organization's rules and procedures

12. Report regularly to the Director General, Regional Director and other interested partners on progress achieved and developments. Prepare regular and special reports including narrative, impact, policy, financial, evaluation and statistics covering IOM activities. Prepare briefings and background information requested by the Regional Office, HQs, the Government and other entities.

Knowledge management

13. Facilitate knowledge generation and management through the identification of best practices and lessons learned to ensure more comprehensive and efficient delivery.
14. Coordinate the Country Office's intra-programmatic knowledge products development and knowledge service delivery.
15. Facilitate learning through organization of competency advancement training initiatives.

Representation and strategic partnerships

16. Develop and promote liaison with governmental authorities and diplomatic missions, international organizations, non-governmental organizations (NGOs), civil society, private sector and public media in the country, particularly with a view to identify migration-related areas for developing common activities/projects in a complementary manner;
17. Identify needs and priorities for cooperation and project development as well as for fundraising purposes.
18. Collaborate with international and regional organizations, diplomatic missions, NGOs and civil society and private sector to identify migration-related areas for developing common activities/projects in a complementary manner.
19. Support the Regional Office and when relevant HQ in the preparation and implementation of high-level meetings, with a view to ensuing high level participation of the Government.
20. Represent the Organization at national and international conferences, events and meetings.
21. In coordination with the Regional Office, develop public relations and media activities to promote IOM's image and programmes.

Other

22. Ensure that safety and security management of IOM personnel, facilities and assets are addressed, in coordination with the Regional Field Security Officer and that safety/security oversight in COs is provided. Ensure establishment and regular maintenance of Business Continuity Plans (BCP) and risk mitigation and management mechanisms are in place.
23. Coordinate the PSEAH Strategy for IOM at the country level, ensuring that PSEAH is mainstreamed in all operations and programming and is a part of the organizational culture, including but not limited to PSEAH awareness raising and training for staff and partners, safe and accessible complaints and referral mechanisms exist within programming and within the office environment, and policies on the reporting of sexual and other types of misconduct are followed.
24. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in Business Administration, Finance, Management, Accounting, or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Experience in IOM administrative and financial management, budget monitoring, cash management and internal control procedures;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis; and
- Experience supervising the development and implementation of administrative control procedures.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

Languages

Fluency in **English** and **French** is required.

Required Competencies

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

Values

- **Inclusion & respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion wherever possible.
- **Integrity & 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

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

Women with the above qualifications are encouraged to apply.

How to apply:

Interested internal and external candidates are invited to submit their applications via email to recrutementdkr@iom.int indicating position applied on the subject line: « **ROWCA-HR-22-001-VN , Head of Office** ».

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for the application as well as a detailed resume/CV, function email address and mobile number.

Only shortlisted candidates will be contacted.

Posting period

From 23-Jun-2022 to 15-Jul-22