



SHORT VACANCY NOTICE

Open to Internal and External Candidates

Position	:	National Programme Officer
Duty Station	:	Banjul, The Gambia
IOM Classification	:	NO A – GMD 71,037.66 per month
Type of Appointment	:	Special Short-Term (SST) Graded Contract (6 Months)
SVN No.	:	SVN 001/2024
Estimated Start Date	:	As soon as possible
Closing Date	:	20 th February 2024

IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental 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.

The Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA), funded by the Neighbourhood, Development, and International Cooperation Instrument (NDICI) aims to contribute to the protection of vulnerable and stranded migrants and to the sustainable reintegration of returnees within Sub-Saharan Africa. Launched in August 2022, the MPRR-SSA programme led by IOM has developed targeted activities in 16 countries (Burkina Faso, Cameroon, Chad, Côte d'Ivoire, Ethiopia, The Gambia, Ghana, Guinea, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Somalia and Sudan) to protect the rights and dignity of migrants along the Atlantic/Western and Central Mediterranean routes.

Under the direct supervision of the Programme Manager and the overall supervision of the Chief of Mission, the successful candidate will contribute to the implementation of the “The Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA)” with a special focus on leading national liaison, including with Government, civil society, and other national and local partners, as well as providing technical and administrative support to implementation of project activities.

Core Functions / Responsibilities:

- I. Prepare work plans including communication and M&E, interim and final reports, project visibility, in

- collaboration with the Project Manager and relevant colleagues.
2. Support the Project Manager in liaising and working closely with various Government ministries such as the Ministry of Interior, Ministry of Foreign Affairs (MoFA), Ministry of Trade, Industry, Regional Integration and Employment (MOTIE), and other members of the working group on return and reintegration.
 3. Support the Project Manager in the strategic expansion of partnerships and maintaining strong contacts with relevant national stakeholders, private sector counterparts and project partners related to IOM's operations to maintain productive and collaborative working relationships.
 4. Plan and coordinate the organization of workshops, trainings and other events to support development and operationalization of related policy frameworks, including those relating to return and reintegration as well as a National Coordination Mechanism on Migration; engaging relevant project stakeholders and partners, overseeing preparation and issuance of invitations and associated documentation, securing of suitable venues, coordinating bookings, and taking care of other administrative issues.
 5. Organize regular meetings of the project coordination bodies, including the Project Steering Committee, Technical Working Groups focusing on specific thematic areas.
 6. Monitor project implementation according to work plan and available resources and inform the Project Manager of any identified shortfalls in delivery and budget overruns, in timely manner and suggest appropriate actions.
 7. Compile, summarize, analyze and present detailed information/data on the project and related topics or issues.
 8. Supervise relevant national staff working under the project as well as external partners such as consultants.
 9. Actively participate in the development of new projects based on the unit gaps.
 10. Draft periodic reporting, briefing notes, visibility products and project factsheets in line with donor visibility requirement and internal guidelines, in close coordination with Gambia's Communications Unit and RO Dakar.
 11. Coordinate and monitor the maintenance of project files and upload of relevant project documents into SharePoint.
 12. Perform other duties as required.

Required Qualifications and Experience

Education

- Master's degree in Law, Social Sciences, Development Studies, Human Rights, Business Administration or a related field from an accredited academic institution; or,
- University degree in Law, Social Sciences, Development Studies, Human Rights, Business Administration or a related field from an accredited academic institution, with 2 years of relevant professional experience, preferably in administrative and project management support or similar roles.

NB: Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Experience

- Proven ability to establish and maintain strong working relations with relevant Government counterparts and civil society organizations/NGOs.
- Experience in working with the government or with an international organization or a non-governmental organization, or a humanitarian or development agency is an advantage;
- Experience and/or knowledge of labour laws, labour migration, diaspora engagement policies or migration governance is a distinct advantage;



- Experience with International Organizations a considerable advantage;
- Experience and sound knowledge of programme implementation and evaluation and familiarity with financial and business administration;
- Knowledge of migration, labour and trade institutions and processes is a distinct advantage.

Skills

- Demonstrated knowledge of information technology and proficiency in Microsoft Office applications, especially Excel, Word, PowerPoint, and SharePoint;
- Knowledge of reporting, monitoring;
- Excellent verbal and written communication skills;
- Excellent organizational and time management skills;

Language

Fluency in English and one of the local languages is required; Fluency in French language is an advantage.

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following values and 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.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

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 candidates are invited to submit their applications via email to IOMBANJULREC@iom.int indicating position applied for on subject line by 20th February 2024.

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to Human Resources, International Organization for Migration (IOM) and with a subject line SVN 001/2024 - National programme officer – (NOA) – Banjul.

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that only shortlisted candidates will be contacted.

Posting period:

From: 7th February 2024 – 20th February 2024