



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Project Coordinator**
Duty Station : **London, UK**
Classification : **G7**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **22nd of September 2019**

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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the supervision of the IOM UK National Project Officer for Migrant Protection and Assistance (MPA), in close coordination with the Chief of Mission, the Regional Office in Brussels, headquarters, and with relevant external stakeholders, the Project Coordinator (MPA) will coordinate and implement assigned projects, develop project proposals and provide specialised thematic support in the area of migrant protection and assistance, with a particular focus on human trafficking and modern slavery.

Core Functions / Responsibilities:

1. Coordinate project implementation, ensuring oversight of administrative and technical aspects in line with the project proposal and plan.
2. Monitor project progress and expenditure against objectives, outcomes, including oversight of monitoring and evaluation activities; prepare narrative and financial reports in accordance with donor requirements, IOM regulations, and established procedures.
3. Provide remote coordination assistance to project teams in other country locations to ensure activities are on track; identify constraints and obstacles to the implementation of project activities and propose corrective actions.

4. Provide thematic support to the project team in the area of migrant protection and assistance, with a particular focus on human trafficking and modern slavery.
5. Liaise and maintain relationships with relevant stakeholders, including donors, government departments, civil society organizations, local authorities and private sector actors.
6. Participate in relevant national meetings and forums; contribute as required to increase stakeholder understanding and knowledge of IOM's projects, capacities and expertise.
7. Monitor trends, policies, and project opportunities related to human trafficking and modern slavery in the UK and the region. Contribute to the formulation of institutional responses in line with IOM's strategy and objectives.
8. Draft and coordinate concept notes/project documents to share with counterparts and donors based on identified needs and opportunities; make funding applications as required.
9. Provide inputs to wider team activities as required, including training content and actual training delivery; contribute to strategy reviews and development.
10. Coordinate the preparation of meetings and events. Assemble relevant documents, draft papers, agendas and minutes. Prepare and coordinate all necessary follow-up actions.
11. Produce materials for communications and social media purposes on key purposes on key issues of interest.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree or equivalent in a related field such as International Relations, Political Science, Social Science or Development Studies; a post-graduate degree would be an advantage.
- Minimum of 5 years work experience in the fields of migration, human trafficking and modern slavery, refugees, humanitarian and/or development; specific experience on project work related to social norms and stigma in a human trafficking context would be a distinct advantage.

Experience

- Experience and proven track record in developing successful projects and effectively coordinating projects, including the provision of remote support to project teams in overseas locations; experience working on projects implemented in Ethiopia and/or Indonesia would be a distinct advantage.
- Understanding and experience of the techniques and skills required for effective project management, including theories of change, logical frameworks, monitoring and evaluation, and activity-based budgets.

- Sound political judgement and sensitivity and proven experience of engaging with and influencing donors and decision makers
- Excellent interpersonal skills and ability to successfully manage relationships to achieve goals
- Excellent analytical and critical thinking skills and proven experience of contributing to strategy development and implementation and representing organizations at high-level meetings

Languages

Fluency in English is required. Working knowledge of any other UN language an advantage

Required Competencies

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 1

- 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Please submit the completed [personal history form](#) (attached below, note it has several pages) with a cover letter not more than one page specifying the motivation for application to LondonHumanResources@iom.int. Please note that the post is subject to local recruitment. Only EU citizens or persons holding a valid residence or work permit for UK/EU will be eligible for consideration. Citizens or persons holding a valid residence or work permit for EU will be eligible for consideration. Please quote reference no. "VN GB10 2019_05 Project Coordinator + SURNAME" in the subject of your application email.

Please note that only short-listed candidates will be contacted.

Deadline for application: 22nd of September 2019