



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title	: Donor Relations Specialist
Duty Station	: London, UK
Classification	: G7 - GBP 43,480.00 per annum (net but employee pays Primary NI and pension)
Type of Appointment	: Fixed term, one year with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: 22 <sup>nd</sup> of May 2024

*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 direct supervision of the Chief of Mission (CoM) in the UK, and with the Senior Programme Coordinator, the Regional Thematic Specialists (RTS) and other relevant Divisions/Departments/Units at Headquarters, the Donor Relations Specialist will be responsible for supporting the donor liaison and external relations work in IOM UK. The postholder will support the CoM in all areas of donor liaison. The postholder will also support project development and management activities.

### **Core Functions / Responsibilities:**

1. Maintain and strengthen the Organization's relationship with UK Government Donors through regular liaison and provision of information on IOM Global strategic plans, focus and programmes.
2. Pro-actively identify and arrange targeted briefings with various government departments in response to IOM programming priorities.
3. Organise high level meetings with IOM and relevant UK Government senior staff to further build on the IOM/UK government relationship and partnership. Contribute to preparations for IOM-UK High Level Strategic Dialogue. Lead on meeting briefings and follow up action points.

4. Liaise with IOM field offices and HQ units to disseminate information on UK Government requirements, and to collect information on project implementation, to facilitate the proper and consistent flow of organizational and project information to relevant UK government departments.
5. Participate in the development of tools and guidance to assist IOM field offices in engaging Foreign, Commonwealth & Development Office (FCDO) and the UK Home Office on ongoing and prospective programming.
6. Act as focal point for the IOM UK Donor Liaison SharePoint, providing support and strategic guidance to Country Offices implementing UK-funded projects and programmes.
7. Offer guidance, in close coordination with Chief of Mission and Head of Liaison and Project Support Unit, on strategic objectives, opportunities/priorities for IOM's engagement, liaison strategies and outreach activities, including with academic institutions, foundations, think-tanks and research institutions in the UK.
8. Contribute to outreach tools including donor profiles and other relevant partnership information tools, supporting the Resource Mobilisation Department in HQ.
9. Contribute to the institutional knowledge building and knowledge sharing related to donor liaison and resource mobilization through participation at events, training and briefings.
10. Support the drafting of internal and external positioning documents for government and other stakeholders.
11. Track key engagements with UK stakeholders for the whole mission. Coordinate the preparation of contributions, such as responses to UK Parliament Committees Calls for Evidence, and report on key UK political developments related to migration and international development (e.g., policies, strategies, priorities); make recommendations to relevant IOM Departments and Divisions to further the impact and relevance of IOM's work and increase its visibility.
12. Draft regular updates on UK political developments. Stay informed about UK GOV initiatives on matters relevant to IOM's mandate and monitor the activities and agenda of key stakeholders. Promote outreach and engagement strategies tailored to counterparts and contribute to the institutional positioning towards UK GOV policy areas relevant for IOM.
13. Support project development and management through sharing of funding opportunities, engagement with government departments and other funders.
14. Prepare, review or provide inputs to statements, talking points, position papers and other documents and publications, as required.
15. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's (or Equivalent or Higher) degree in International Relations, Political Science, Business or Public Administration, International Studies, or a related field from an accredited academic institution with five years of relevant professional experience; or
- High school diploma with seven years of relevant professional experience.

### **Experience**

1. Experience and proven competencies in liaising with a variety of stakeholders, including governmental authorities, international and national institutions, diplomatic missions and non-governmental partners and communities;

2. Excellent written and verbal communication skills;
3. Excellent organizational skills, with strong attention to detail;
4. Ability to work to deadlines and under pressure;
5. Ability to prepare clear and concise briefings and reports;
6. Demonstrated computer literacy, especially with Microsoft Office software suite;
7. Ability to respond quickly and diligently to simultaneous requests.
8. Demonstrated ability to work effectively in a multi-cultural setting.
9. Proven record of successfully organising events;
10. Sound political judgement and sensitivity and proven experience of engaging with and influencing donors and decision makers
11. Excellent interpersonal skills and ability to successfully manage relationships to achieve goals
12. Excellent analytical and critical thinking skills and proven experience of contributing to strategy development and implementation and representing organizations at high-level meetings
13. Experience in Project conceptualisation and development, writing concise and clear proposals.
14. Proven record of successfully organising events;

### **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: 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 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](#) with a cover letter not more than one page specifying the motivation for application to [LondonHumanResources@iom.int](mailto:LondonHumanResources@iom.int). Please note that the post is subject to local recruitment. Only persons holding a valid residence or work permit for UK will be eligible for consideration. Please quote reference no. "VN GB10 2024\_02 Donor Relations Specialist + SURNAME" in the subject of your application email. Please note that only short-listed candidates will be contacted.

**Deadline for application:** 22<sup>nd</sup> of May 2024