



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Programme Manager (Cash for Work)**
Duty Station : **Erbil, Iraq**
Classification : **Professional Staff, Grade P4**
Type of Appointment : **Special short-term graded, Six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **25 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. External female candidates:
3. Candidate from the following non-represented member states:
Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Djibouti; El Salvador; Fiji; Gabon; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Libya; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Paraguay; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states of IOM and female candidates.

Context:

Under sub-component 1.1 of the Iraq Social Stabilization and Resilience Project (ESSRP), IOM Iraq will work in close cooperation with the Ministry of Labour and Social Affairs (MoLSA) to implement a large-scale cash-for-work (CfW) programme in Ninewa and Salah Al-Din Governorates. The 18-month programme will aim to: i) increase access to short-term employment and kick-start economic activity through labor-intensive public works; and ii) build the capacity of MoLSA to establish a Public Works/CfW program as a social safety net.

Under the direct supervision of the Chief of Mission and in close coordination with the different Programme Managers and Units, the successful candidate will be responsible for the overall

planning, development, management and implementation of the IOM CfW programme in Ninewa, Salah Al-Din, and crisis-affected areas.

Core Functions / Responsibilities:

1. Direct, lead and manage the various projects, activities and initiatives of the CfW Programme; and exercise administrative, operational and financial management responsibility for the programme and its projects.
2. Initiate and plan projects and coordinate effective project implementation, ensuring compliance to Donor Agreements as well as IOM's standards of quality and accountability.
3. Maintain sustainability of the Programme's activities through the continuous development and refinement of overall programmatic operations and activities, theories of change, programme reviews and prioritizing modalities.
4. Analyze the needs in the Ninewa and Salah Al-Din Governorates and appraise the suitability of proposed projects in meeting these needs.
5. Take a pro-active approach to the identification, mitigation, and management of risks arising over the life cycle of the Programme to help ensure that the Programme remains on-track and adheres to the principle of do-no-harm.
6. Oversee the planning, development and monitoring of budgets, budget revisions and workplans for the Programme, ensuring audit and donor compliance and the timely closure of projects.
7. Liaise, coordinate and establish strong relationships with government authorities. Establish and maintain strong partnerships with the Ministry of Labour and Social Affairs (MoLSA) and other government entities, international and national organizations, the World Bank, and other stakeholders.
8. Coordinate and negotiate Agreements and workplans with the MoLSA and other programme stakeholders.
9. Identify project possibilities consistent with expressed government needs and IOM's mandate and strategy in Iraq; assess the relative feasibility and impact of proposed projects; prepare operational frameworks; develop technical guidelines and standard operating procedures to support activities implementation; and guide the production of communication tools that demonstrate IOM's Programme impact.
10. Design and ensure the maintenance and implementation of reporting and monitoring tools to keep track of Programme activities and ensure that all relevant documentation is produced and made available upon request.
11. Formulate submissions to donors for the funding of projects, liaise with donor representatives and play an active role in resources mobilization.
12. Lead the timely and accurate preparation of programme-related documents and reports and ensure strong coordination and communication on all aspects of the Programme between IOM, the MoLSA, the World Bank, and other stakeholders.
13. Identify staffing requirements, lead capacity building and training, and build relevant internal capacities; and identify and supervise national and international consultants/experts hired under the Programme, ensuring the organization of travel plans and schedules, preparing ToRs, assessing deliverables, etc.

14. Ensure coherence of CfW activities with other Programmes including those implemented by the Returns and Reintegration Unit and Community Stabilization Unit. Ensure the reflection and integration of new CfW modalities (including market considerations), policies and practices, and methods for evaluation into the project formulation process to improve effectiveness and appropriateness of projects, and planning and delivery processes.

15. In coordination with the Chief of Mission and the different Programme Managers, represent IOM Iraq at senior level technical coordination groups related to the CfW Programme in various fora and represent IOM at relevant seminars and meetings, as well as events aimed at promoting IOM's image and activities in Iraq regarding CfW;

16. Support the organization's overall knowledge management through collecting and promoting good practices and lessons learned, contributing to a collection of replicable good practices for CfW programming and way forward on coordinating and managing CfW projects, guidelines and guidance development.

17. Undertake regular duty travel to advise and guide project staff, donors, local authorities and other project partners to achieve Programme objectives.

18. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Political Science, Migration Studies, Law, International Relations or a related field from an accredited academic institution with seven years of relevant professional experience; or
- University degree in the above fields with nine years of relevant professional experience.

Experience

- Experience in managing several types of community-based projects;
- Experience in interventions aimed at supporting area-based community recovery;
- Experience in liaising with government authorities, other national/international technical counterparts and NGOs, and building effective partnerships;
- Experience in Competency based Economies – Formation of Enterprise (CEFE) Methodology TOT's and Coaching;
- Experience in CfW projects would be an advantage;
- Proven ability to supervise, coach, and direct staff and manage operations in transitional / post-conflict contexts;
- Previous working experience in Iraq or the Middle East and Northern Africa region is advantageous;
- Willing to conduct constant travel within the Area of Responsibility.

Languages

Fluency in English is required. Working knowledge of Arabic, Kurdish, French and/or Spanish is an advantage.

Note

Previous applicants do not need to re-apply.

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

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 3

- **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.

Managerial Competencies – behavioural indicators level 3

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 25 September 2019 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 12.09.2019 to 25.09.2019

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: SVN 2019/262 (P) - Programme Manager (Cash for Work) (P4) - Erbil, Iraq (56143708)

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