

**Open to Internal and External Candidates**

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|  Position Title | : | **National Programme Officer (Hub Lead)** |
|  Duty Station | : | **Odesa, Ukraine** |
|  Classification | : | **NO-A** |
|  Type of Appointment | : | **Special Short-Term, Nine months with possibility of extension** |
|  Estimated Start Date | : | **As soon as possible** |
|  Closing Date  | : | **15 December 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. 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 overall supervision of the Chief of Mission and the direct supervision of the Programme Officer (West/North/East/South Region Coordinator) the successful candidate will be responsible for support to and the coordination of the activities implemented by the different teams within the area of responsibility of the city hub and the administration of the hub.

***Core Functions / Responsibilities:***

1. Administer the day-to-day hub management, maintenance and functioning of the office, and budgeting and local procurement activities.
2. Support the project managers in overall project implementation and overseeing the day-to-day project activities to facilitate compliance with relevant IOM and donors’ policies, procedures, and requirements
3. Maintain liaison with local government, donors, and partners, by participating in relevant events and gatherings and regularly consulting and meeting with local government entities and other local stakeholders. Feed back to project managers and other senior staff on the results of the same.
4. Participate in the relevant UN local coordination mechanisms as appropriate.
5. Organize meetings for the project managers, Chief of Mission and donors as may be required.
6. Conduct visits to project sites to maintain up-to-date contextual awareness of the hub’s operating environment.
7. Continuously analyze the overall migration/political/economic/social/security situation and raise issues of note within the hierarchy to the required project or unit.
8. Keep track of different workplans established within the hub to avoid overlap and meeting of goals.
9. Flag and bring to the attention of the project managers delays or challenges regarding project implementation.
10. Assist in organizing and participate in field assessment and monitoring missions.
11. Provide administrative backstopping support for the project managers.
12. Prepare inputs for project development according to specific needs and situation analysis.
13. Support the project managers and other senior staff by drafting inputs and providing information for the preparation of reports, outreach materials, situation reports, media outreach and after-action collation.
14. Supervise certain hub staff and ensure timely completion of outputs and activities.
15. In close coordination with the local United Nations Department for Safety & Security (UNDSS) and the IOM Ukraine Office of Staff Security (OSS), monitor compliance with the Minimum Operational Security Standards (MOSS) of office premises and operational procedures.
16. Monitor the implementation of IOM’s policies and procedures regarding emergency response and post-crisis management, including prevention of sexual exploitation and abuse, zero tolerance for corruption, and promotion of a respectful work environment.
17. Perform such other duties as may be assigned.

***Required Qualifications and Experience***

**Education**

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| * Bachelor’s degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience;

 OR* Master’s degree in the above-mentioned fields;
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**Experience**

* Experience in liaising with governmental authorities, national/international institutions, donors, United Nations agencies and non-governmental organizations;
* Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;
* Experience working in a field environment is an asset.

**Skills**

* Knowledge of humanitarian and recovery activities and socio-political and geographical context of Ukraine;
* Proven team management and coordination skills;
* Solid knowledge in programme planning and implementation;
* Ability to understand, develop and implement administrative and financial control procedures;
* Proven drafting, writing, and reporting skills; confident user of the Microsoft Office Suite.

**Languages**

Fluency in English and Ukrainian, Russian (oral and written) is required.

The incumbent is expected to demonstrate the following values and 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

* 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

* 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***

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 security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their applications on [**Personal History Form**](https://ukraine.iom.int/sites/g/files/tmzbdl1861/files/documents/personal_history_form_2016.xls)to iomukrainerecruitment@iom.int by **15 December 2022** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

***Posting period:***

From 01.12.2022 to 15.12.2022.