

**POST DESCRIPTION­­­­**

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| I. Position Information | | |
| Position title | National Project Officer | |
| Position grade | NOA | |
| Duty station | Georgetown, Guyana | |
| Position number |  | |
| Job family |  | |
| Organizational unit | 10005074 | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office with coordinating Function | |
| Position rated on | 20 May 2022 | |
| Reports directly to | 20024849 | |
| Number of Direct Reports | 5 | |
| II. Organizational Context and Scope | | |
| Under the overall supervision of the Regional Director and the direct supervision of the Head of Office of the IOM Guyana Mission, and in close coordination with the Sub-regional Platform Coordinator the incumbent will be responsible for: | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist in co-chairing and coordinating the work of the National Interagency Coordination Platform – Refugee/Migrant Working Group (RMWG), including participating in determining collective priorities, and implementing work plans and co-secretariat functions.  2. Act as a focal point for Guyana in the Regional Refugee and Migrant Response Plan (RRMRP) including working with the Sub-regional Platform, implementing an inclusive and structured process that delivers high-quality and timely input.  3. In coordination with the Head of Office, participate in joint meetings with UNHCR’s representatives for the National Interagency Coordination Platform and support the establishment of pathways for working together as co-leaders, including coordination with the UN Resident Coordinator and other key stakeholders.  4. Work closely with other IOM-Guyana Programme Managers and staff to facilitate the usefulness of the RMRP as a programming tool.  5. Provide technical inputs for the development of thematic reports.  6. Provide technical assistance to the focal points in Aruba and Curacao for the implementation of RMRP activities in their respective countries.  7. Coordinate and supervise project support staff according to the administrative procedures required for the successful implementation of project activities.  8. Monitor specific aspects of the implementation of activities, identify problems and propose actions to expedite the delivery of inputs.  9. Coordinate information management activities, including data collection, processing, analysis and reporting to maintain quality control and compliance with requirements and priorities.  10. Perform preliminary analysis of data and contribute to the development of reports based on specified standards and templates.  11. Draft concept notes on needs and priorities and participate in the funding mobilization for the mission.  12. Participate in and organize Interagency Coordination Platform meetings and draft reports as required for subsequent distribution to partners and inside IOM.  13.Track and follow up on IOM’s and partners’ national reporting in support of the RMRP.  14. Undertake travel duty within the Caribbean sub-region.  15. Perform such duties as may be assigned. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Master's degree in Political or Social Sciences, Business Administration, International Relations, Law or a related field from an accredited academic institution; or  University degree in the above fields with two years of relevant professional experience. | | | |
| Experience | | |
| • Experience in the design and development of projects with large-scale donations;  • Experience in the field of research, monitoring and / or evaluation;  • Proven experience with strategic planning approaches, information / data analysis, budget control and report writing;  • Previous experience working on social projects, such as strengthening social inclusion and promoting the rights of migrants and refugees.  Experience in liaising with government counterparts, NGOs and International Organizations | | |
| SKILLS | | |
| • Solid knowledge in program planning and implementation;  • Great ability to understand and implement the IOM standard administrative and financial control procedures;  • Knowledge and understanding of migration issues within organizational context;  • Knowledge and understanding of migration issues within their regional, global, and political context;  • Ability to work effectively with government officials on matters related to substantive migration issues and the work of IOM;  • Ability to coordinate actions with other implementing partners;  • Ability to work effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country or regional objectives;  • Knowledge on crosscutting issues such as gender based violence;  • Excellent written and oral communication skills;  • High level of computer literacy, in particular mastery of all applications in the Microsoft Office packages;  •Strong abilities in reporting, monitoring and evaluation. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Language required for the position, for example: ***Fluency in English (oral and written)*** | | Desirable languages, for example: *Working knowledge of Spanish* |
| VI. Competencies[[1]](#footnote-1) | | |
| 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 *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.   **Managerial Competencies** – behavioural indicators *level 2*   * 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. | | |
| **Signatures:** | | |
| 1ST LEVEL SUPERVISOR DATE  2ND LEVEL SUPERVISOR DATE | | |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)