



VACANCY NOTICE

Reference Number : **VN2024-004**
Position Title : **National Project Officer**
Duty Station : **Accra, Ghana**
Classification : **NOC**
Type of Appointment : **One Year Fixed Term with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **12th 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.

Context:

Under the supervision of the Chief of Mission (COM) in close coordination with the Regional Thematic Specialist (RTS) at the Regional Office (RO) and relevant Divisions/Departments /Units at Headquarters (HQ), the National Project Officer will be responsible and accountable for managing, coordinating and overseeing the implementation of Labour Migration and Social Inclusion Programmes including the Swiss Agency for Development and Cooperation funded project Improving labour migration governance and ethical recruitment practices in Cote d'Ivoire, Ghana and Nigeria. The incumbent will also provide support for the implementation of the project strengthening the capacities of the City of Accra to manage human mobility in the context of climate change and be responsible for developing innovative programmes to support the implementation of the new IOM initiative dedicated to regular pathways.

Responsibilities and Accountabilities

1. Manage the overall implementation of the Project(s), including the oversight of the financial, administrative and technical aspects, in line with IOM's policies and procedures, as well as donor requirements.
2. Contribute to the coordination of project activities in the selected countries, ensuring regular updates to the project managers in the respective countries and timely tracking of project implementation in line with approved project workplan.
3. Support the development or strengthening of codes of conduct and their monitoring and evaluation frameworks for private recruitment agencies in Ghana.
4. Lead and provide technical guidance in the conduct of capacity building trainings for private recruitment agencies and governmental partners on ethical recruitment, forced labour and non-discrimination in Ghana, with particular focus on protection.
5. Provide operational management, guidance, and technical supervision to the project staff, assisting on programmatic strategy and implementation. Oversee the project progress specifically aimed at increasing effectiveness and recommending appropriate action.
6. Monitor the progress against Project's strategic objectives, benchmarks, and provide advice with respect to improvements and corrections; oversee the establishment of a common Monitoring and

Evaluation (M&E) Framework that incorporates regular reporting requirements and impact evaluation strategies, in close coordination with M&E Officer in the Country Office.

7. Identify priority areas for project development and contribute to the development of new projects by selecting and summarizing background information, analysing the local context and segments for new project proposals.
8. Supervise the staff assigned to the project, as well as Consultants/ Implementing Partners (IPs) recruited to support and/or undertake specific activities. Plan, develop, organize and deliver capacity building activities to build capacity of staff, partners, government officials, and other humanitarian actors.
9. Monitor and oversee the compliance with project partners, project staff and implementing entities. Liaise with Government entities, Implementing Partners (IP), United Nations (UN) agencies and other stakeholders in the Project.
10. Oversee the coordination with other units in the Country Office for a smooth implementation of all project activities.
11. Ensure adequate information management on project related activities including visibility by providing regular updates, summaries, press releases and other relevant materials, in coordination with the donor and relevant unit at HQ.
12. Produce quality progress Financial, Narrative, and other reports related to the Project activities. Oversee the elaboration and dissemination of reports for donors, government, and other relevant stakeholders by ensuring timely submission and compliance with donor and IOM requirements.
13. Participate in relevant conferences, workshops, steering committees, and technical working groups, as well as other forums; ensure the coordination and presentation of IOM activities.
14. Represent the Country Office at the relevant UN working groups and activities to encourage the mainstreaming of migration related issues into United Nations Sustainable Development Frameworks (UNSDCF).
15. Undertake duty travel as required to oversee, monitor and support the project implementation.
16. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in international relations, Political Science, Humanitarian Affairs, Economic Development, Business or Public Administration, International Studies or a related field from an accredited academic institution with five years of relevant professional experience, or,
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Experience in programme conceptualisation, development, monitoring, reporting and evaluation;
- Experience in project development and capacity-building activities;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions.
- Familiarity with financial and business administration.
- Sound and proven understanding of internal and international migration issues in the country and in the Region.

- Experience in organizing consultations, workshops, and seminars with high level stakeholders.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming

Skills

- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities;
- Excellent leadership, coordination, and information management skills;
- Detailed knowledge of the UN System, NGOs and other international organizations/institutions;
- Knowledge of migration data, labour migration patterns in Ghana and the West-Africa subregion and ability to negotiate with government authorities;
- Good knowledge of human and financial resources management;
- Strong conceptualization, analytical and writing skills;
- Strong communication, organizational and interpersonal relationship skills;
- Ability to meet deadlines and work under pressure with minimum supervision; and,
- Ability to establish and maintain partnerships with development partners, government counterparts, UN agencies, local authorities and other relevant stakeholders.

Languages

Required

- For this position, fluency in English is required (oral and written).

Desirable

- Working knowledge of French is an advantage.

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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 actions 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 leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

IOM's competency framework can be found at this link: https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

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.

Vacancies close at 23:59 local time Accra, Ghana on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications (Cover Letter and CV) directly to accravacancies@iom.int by **12th May 2024** at the latest, specifying the vacancy reference number **VN2024-004** and **candidate's full name** in the subject line.

Only shortlisted candidates will be contacted.

Posting period:

From 29.04.2024 to 12.05.2024

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.