

Call for Applications

Position Title : **Project Development and Reporting Officer**

Duty Station : **Berlin, Germany**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **24 April 2023**

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.

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

Context:

In a complex and uncertain world, the useful application of data for evidence-based policy and action is needed now more than ever. Whether it be helping displaced people find durable solutions in the face of climate change, to analysis that allows better forecasting of migration trends and preparedness—managing human mobility to contribute to sustainable development requires a data-driven approach.

The International Organization for Migration (IOM) has an abundance of information about human mobility: With offices in almost every country, IOM is trusted by its Member States for deep domain knowledge and field expertise. IOM has strategic partnerships with other United Nations (UN) agencies and stakeholders in the UN Migration Network. It works directly with a wide range of beneficiaries and enjoys a place at the forefront of data protection efforts within the UN system.

IOM established the Global Data Institute to harness the power of its data for operations, making meaning of global migration patterns, and providing foresight.

Under the overall supervision of the Director, Global Data Institute (GDI), Chief, Global Migration Data Analysis Centre (GMDAC) and direct supervision of the Head, Mobility Data Lab, and in close collaboration with GDI colleagues, the Project Development and Reporting Officer (PDRO) will support the systematization of data-related project workflows across IOM, with a particular focus on GDI project codes DX and DA; and contribute to project development, implementation and reporting activities.

The Project Development and Reporting Officer will be based at the Mobility Data Lab, an agile collaborative mechanism established within the GDI and hosted in GMDAC to unlock the full potential of IOM's vast data resources, with the aim of improving IOM's capacity to query its own

data to produce deeper, timely insights to address frequently asked questions about mobility patterns, relationships between factors that drive mobility, and emerging trends on the horizon. Geared towards accelerating implementation of IOM's Migration Data Strategy, the GDI's Data Lab will work towards systematizing IOM data-related workflows, inquiring IOM data to provide analysis of mobility patterns, and connecting IOM staff working on data to promote and ensure circular knowledge and information flow across IOM's global data architecture.

Core Functions / Responsibilities:

1. Contribute to the systematization of project workflows in relation to the data gathered through IOM internal reporting tools, in particular the Institutional Questionnaire, with a specific focus on operations recorded by project code DX and the new project code for data (DA).
2. Work closely with the Data Lab's staff and regional data hubs to support consistent use of DX and DA project codes across IOM with a particular focus on consistent formulation of their logframes and theories of change, creating ways for aggregating project data across countries, regions and globally.
3. Support the Data Lab's project development efforts by drafting, reviewing and facilitating the submission of project proposals, concept notes, appeals, and donor contracts.
4. Ensure the alignment of project development, implementation and reporting activities with IOM strategic documents, in particular IOM's Strategic Vision and Migration Data Strategy, and coordinate engagement with institutional processes such as the Strategic Results Framework, Institutional Questionnaire and relevant contributions to IOM annual reporting.
5. Contribute to and coordinate timely and accurate preparation and dissemination of reports including monthly, interim, and final reports for donors based on program objectives, work plans, and timelines set by project agreements.
6. Research, draft and submit other documents that may be necessary for project development, reporting, and donor liaison purposes with a particular focus on extracting Key Performance Indicators (KPIs) and other matrices enabling geographic and time series analyses.
7. In coordination with the administration and finance team, support grant management by following up on the operational aspects of new and ongoing projects, including activation, processing, endorsement, records-keeping, and submissions in line with external/internal requirements.
8. Provide technical support to the Data Lab's Head and staff in the preparation of meetings and other consultations with donors, including assisting in the preparation of donor profiles, guidance notes on donor priorities, briefs, and other materials.
9. Assist in developing approaches to expand the IOM donor base, including research and mapping of calls for proposals and funding trends.
10. In coordination with the Data Lab's staff, produce visibility materials for publicity and/or resource mobilization efforts by compiling, drafting and editing content.
11. Keep accurate and pertinent records of all correspondence, project development and reporting files, relevant databases and other project development and reporting-related information.

Required Qualifications and Experience:

Education

- Master's Degree in Business Administration, Economics, International Affairs or a related field from an accredited academic institution with two years of relevant professional experience; or
- University Degree in the above fields with four years of relevant professional experience.

Experience

- Experience in project development and donor reporting;
- Has experience and thorough understanding of project management cycle;
- Experience in liaising with donors, governmental authorities, UN agencies, other national/international institutions, Non-governmental Organizations (NGOs) and other stakeholders;
- Experience using IOM's Project Information and Management Application (PRIMA) is an asset.

Skills

- Familiarity with migration data, collection, and analysis is an asset.
- Strong organizational and time management skills;
- Demonstrated ability to meet deadlines and to write clearly and accurately;
- Solid knowledge of MS Office applications;
- Sound knowledge of project implementation and donor reporting procedures; familiarity with financial management;
- Ability to understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Practical experience of how-to multi-task, prioritize and work independently.

Languages

IOM's official languages are English, French and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge in either French, German and/or Spanish is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

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

Required 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.

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 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

- **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:

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.

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. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

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

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 24 April 2023 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 11.04.2023 to 24.04.2023

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: CFA 2023 18 Project Development and Reporting Officer (UG) Berlin, Germany (58074946)

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Posting Channel: Internal Candidates