



Position Title : **Project Support Coordinator**
Duty Station : **Canberra, Australia**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **ASAP**
Closing Date : **15 September 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.

IOM is committed to a diverse and inclusive environment. Applications are welcome from internal and external candidates. 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, internal candidates are considered first-tier candidates.

Context:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM activities that cut across these areas include the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

Under the overall supervision of the Chief of Mission Australia and Coordinator for New Zealand, and direct supervision of the Head of Programmes, the successful candidate will be responsible for the monitoring and evaluation of programmes implemented by IOM in Australia, as well as contributing to project development and resource mobilization efforts led by Country Office for Partnership and Advocacy. The incumbent will work in close coordination with Australia's project managers, country offices, primarily in the Asia Pacific region, Regional Office in Thailand, and IOM Headquarters in Switzerland as well as liaison with donors, government partners, UN entities, NGOs, national and regional organizations.

Core Functions / Responsibilities:

Monitoring and Evaluation

1. Provide technical assistance with the monitoring and evaluation (M&E) of IOM project activities by providing technical inputs to support the development of relevant monitoring tools, and support the project managers in drafting donor report and developing evaluation processes.
2. Provide capacity-building for project staff on M&E.
3. Assist in strengthening effective IOM knowledge management, including project tracking, data capture and analysis, monitoring and evaluation, etc. This includes updating the project development database, support monitoring project development initiatives, and analysis of trends and patterns in order to provide timely information for strengthening future project development initiatives.
4. Support project development and donor reporting by providing technical support to project managers and assist with the timely submission of project reports according to IOM procedures and donor requirements.
5. Assist in reporting and following up on engagements and meetings with donors, and document donors' policies, approaches and priorities through the preparation of donor profiles.
6. Assist with the preparation of CO inputs to institutional reporting and to information requests from Headquarters (HQ), the Regional Office (RO), and other stakeholders.
7. Assist in drafting reports and communications to maintain regular liaison with internal and external stakeholders.
8. Keep abreast of internal framework for Monitoring, Evaluation, Accountability and Learning (MEAL) and Results Based Management (RBM) developments.

Resource Mobilization and Project Implementation

9. Support the CO's resource mobilization efforts by recommending donor/partner engagement, researching and documenting potential new funding opportunities, and providing technical inputs and information for the development of concept notes and project proposals.
10. In coordination with relevant Units in the CO, assist with drafting visibility and other resource mobilization materials and to organize donor briefings and visits.
11. As needed, backstop the implementation of select programming activities, in accordance with work plans, budgets and project requirements.
12. Perform such other duties that may be assigned.

Required Qualifications and Experience

Education

- School diploma with six years of relevant experience; or,
- 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 four years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Experience supporting international development and humanitarian areas of intervention;
- Demonstrated expertise in project development and knowledge of project implementation modalities and monitoring and evaluation;
- Work experience in technical writing, editing, and reporting in English;
- Experience in report writing for relevant donors is an advantage;
- Expertise with monitoring and evaluation concepts and methods; and,
- Prior experience working for IOM, a UN agency or another international organization is an advantage.

Skills

- Knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Advanced knowledge and skills of computer applications of MS Word, Excel, database management, SPSS or other statistical packages;
- Knowledge of UN and bilateral donor programming;
- Strong interpersonal and teamwork skills; courtesy, tact and the ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds;
- Advanced research, writing, outreach and communications and IT skills;
- Strong knowledge of and commitment to gender equality and human rights; and,
- Previous working experience in the region is an advantage.

Languages

- For this position, fluency in English is required (oral and written).
- IOM's official languages are English, French and Spanish.
- Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at [this link](#). Competencies will be assessed during the selection process.

Values - all IOM staff members must abide by and demonstrate these three 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 (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.

Other

1. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
2. This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.
3. This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.
4. Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
5. 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.

How to apply:

Interested candidates are invited to submit their applications through the IOM online recruitment system (please find the link below) by **15 September 2024** at the latest.

[Project Support Coordinator WT - IOM Careers Careers \(oraclecloud.com\)](https://oraclecloud.com)

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

If you have any questions, please feel free to contact HRCanberra@IOM.INT .

Only shortlisted candidates will be contacted.