

IOM CAIRO VN-CAI/2018/17

The international Organization for Migration Country Office in Egypt is looking for a Senior Programme Assistant (Labour Mobility and Human Development) according to the terms of reference stipulated below. Interested candidates are invited to submit their PHF/CV and cover letter specifying the motivation for applying, no later than 19 June 2018.

Position Title: Senior Programme Assistant (Labour Mobility and Human Development)

Duty Station: Cairo, Egypt

Classification: G.7

Type of Appointment: 9 months - with possibility of renewal

Organizational Unit: Labour Mobility and Human Development (LHD)

Estimated Start Date: 1 July 2018

Please note that only short-listed candidates will be contacted.

Organizational Context and Scope:

Under the overall supervision of the Chief of Mission and direct supervision of the LHD Head of Unit, the successful candidate will develop, implement, monitor and report on assigned projects that promote migrant integration, community cohesion and resilience of migrants and host communities in Egypt.

Core Functions / Responsibilities:

The successful candidate will be responsible to:

1. In coordination with LHD Head of Unit, plan, implement, monitor and report on the assigned project/programmes activities, in full compliance with IOM standards and procedures, as well as donor requirements;
2. Identify needs and prepare responses (projects/programmes, policy analysis and advice) to support integration and community cohesion among migrants and host communities in Egypt; responses may include but not be limited to community-driven, sustainable livelihoods and employment promotion, creation and retention, self-employment, improvement of access to health, education and other services;
3. Keep abreast of migration trends in Egypt in order to identify strategic opportunities for IOM interventions, in line with IOM's mandate and strategy; in coordination with the Project Coordination Unit, participate in the identification of new project opportunities in Egypt, taking into account assessed needs, expressed government interests, and donor priorities;
4. Inform the LHD Head of Unit with regards to equal access to project activities by all segments of relevant communities/target groups, including equal gender participation; plan with the LHD Head of Unit and carry out advocacy for policy, legislative and practice changes on migrant integration in Egypt;
5. Ensure effective financial management and monitor related assigned projects activities, as well as prepare management and donor reports, in close coordination with the Resource Management and Project Coordination Units;
6. In coordination with LHD Head of Unit, identify needs and build the capacities of national stakeholders in Egypt – including governmental, civil society and private sector – regarding migrant integration, in particular employment and livelihood policies and strategies, and the promotion of inclusion and social cohesion for migrants and host communities;

7. Undertake regular field and site visits to monitor progress of projects' activities and to develop new project activities and/or complementary components where relevant;
8. Attend meetings with donors and other stakeholders to present project results and communicate with relevant government authorities and other partners in support of project development and implementation, as required and in coordination with the LHD Head of Unit;
9. Strengthen strategic and technical partnerships with relevant government entities, civil society and private sector organizations, United Nations agencies and other stakeholders to promote and expand IOM's community cohesion and migrant integration portfolio;
10. Ensure proper information exchange and share on all operational aspects of the assigned projects/programmes within the LHD Unit;
11. Draft correspondence in Arabic and English and support communication with partners and stakeholders on programmatic matters; ensure IOM and donor visibility as per respective guidelines through events, press briefing notes, IOM's and partners' websites and social media outlets, in close coordination with the Project Coordination Unit;
12. Perform any other duties as may be assigned.

Required Competencies:

Behavioral:

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients

- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Technical:

- Effectively applies knowledge of migration and development issues in the organizational context.
- Correctly frames migration and development issues within their regional, global, and political context.

Required Qualifications:

Education & Experience:

- Completed Master's degree from an accredited academic institution in Economics, Business Administration, Law or Social Sciences;
- A minimum of five years of professional experience in a development-related field, preferably with a private sector entity, government agency, international organization or NGO active in the field of migration management, employment, business development and livelihoods, sustainable development and/or integration;
- Experience with project development and reporting as well as liaison with donors and implementing partners;
- Ability to establish and maintain strong working relations with government counterparts, UN agencies, private sector entities and/or non-governmental organizations;
- Sound knowledge of Project Cycle Management including the monitoring and evaluation of results / outcomes / evidence of impact, financial and administrative management and effective resource management skills.

Languages

Thorough knowledge of English and Arabic, both written and spoken, is required.