



International Organization for Migration (IOM)  
The UN Migration Agency

### Open to Internal and External Candidates

**Position Title** : National Programme Officer  
**Duty Station** : Country Office in Cairo, Egypt  
**Classification** : NOA  
**Type of Appointment** : Special Short Term, 6 months with possibility of extension  
**Estimated Start Date** : As soon as possible  
**Reference Code** : SVN/CAI/2018/26  
**Closing Date** : July 17, 2018

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 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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Under the overall supervision of the Head of Migrant Protection and Assistance Division (Head of Unit) and direct supervision of the Counter Trafficking Project Officer, the National Programme Officer will be responsible for supporting implementation of activities as part of the counter trafficking portfolio. In recognition of IOM's considerable experience within the field, both in Egypt and globally, the programme's overall objective is to support Egypt's efforts to address trafficking in persons in accordance to its international commitments. In order to achieve this objective, the programme includes activities aimed at supporting the awareness raising efforts about the risks of irregular migration and human trafficking, as well as strengthening the mechanisms of protection of victims and prosecution of the perpetrators.

The main programme counterparts are the National Coordinating Committee for Combatting and Preventing Illegal Migration Trafficking in Persons (NCCPIM&TIP) which is comprised of various ministries and governmental institutions that work in the field of combating irregular migration and human trafficking and the National Council for Childhood and Motherhood (NCCM).

The selected candidate will also provide technical support to all programmatic activities within the Unit.

#### **Core Functions / Responsibilities:**

In particular, the National Programme Officer will perform the following functions:

1. Support the implementation of the counter-trafficking programme activities aimed at countering human trafficking in coordination with national counterparts and stakeholders;

2. Contribute to the planning, preparation and adjustment of specific aspects of the programme including work plans, M&E tools and arrangements required for the effective implementation of programmatic activities;
3. Collaborate with national and international experts and consultants to counter human trafficking and irregular migration, including drafting ToRs for trainings or assessments, monitoring experts/consultants' performance and responding to any enquiries, etc.;
4. Identify programme partners and beneficiaries, according to IOM standards and procedures as well as donor requirements/standards, with a view to recommend appropriate action for enhanced programme implementation and monitoring;
5. Contribute in preparing, developing and negotiating relevant programme implementation agreements with potential partners and relevant governmental entities;
6. Support the Head of Unit and Counter Trafficking Project Officer in liaising, coordinating and maintaining strong partnerships with relevant stakeholders such as Governmental entities, local authorities, NGOs, International Organizations, donors and other actors linked to the implementation of the project;
7. Draft and coordinate regular programme reports, including ad hoc, interim, annual and end-of-project reports, in a timely manner, in accordance with IOM procedures and donor requirements;
8. Prepare programme-related documents and reports, ensure proper information exchange on all operational aspects of the programme between IOM, donors and other stakeholders; prepare and collate general and specific information on programme activities as requested by donors/external parties, IOM Country Offices, Headquarters (HQ) and other internal counterparts;
9. Represent IOM at relevant seminars and meetings, as well as other events aimed at promoting IOM's image and activities as requested and delegated, and, if required, act as focal point for communication for selected institutions;
10. Support MPA in the development of awareness raising campaigns and capacity building plan related to enhance the knowledge and skills of relevant stakeholders/actors, in response to actual need for preventing irregular migration and human trafficking, the protection of migrants and victims of trafficking, and prosecution of perpetrators;
11. Keep abreast of policies, international standards and best practices relating to counter-trafficking; support IOM staff in sharing and advocating for their development and implementation with relevant partners in Government and civil society;
12. Regularly review and provide inputs to the Counter Trafficking Project Officer and the Head of Unit on overall direction and strategy of the programme and other related programmes for effectiveness, coherence and integrity, working to build linkages and synergies with other IOM programs in the Country Office; and,
13. Perform other duties as may be assigned.

**Required Qualifications and Experience:**

- University Degree from an accredited academic institution preferably in Political or Social Science, Business Administration, International relations and/or Law and two years of professional experience preferably with a Government agency, International or Supranational Organization or NGO in managing implementation of project activities.
- Knowledge of human rights, migration management and referral mechanisms of countering human trafficking (prevention, protection and prosecution).

- Experience in raising awareness in the public domain and organizing training for practitioners with different profiles.
- Experience in conducting capacity building activities.
- Experience in liaising with governmental and non-governmental institutions, and other sectorial actors, such as International Organizations, donors, etc.
- Highly developed written and verbal communication skills.
- Experience working with MS Office package.

### **Technical**

- Effectively applies specialized knowledge of project management and activity implementation.
- Proves ability to establish and maintain strong working relations with different project clients and stakeholders.
- Incorporates gender-related needs, perspectives and concerns, and promotes equal gender participation.

### **Languages**

Fluent in **English & Arabic, French** is an advantage.

### **Required Competencies**

#### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

#### **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

#### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

#### **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

#### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

**Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

**Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

**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

**Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

**Resource Mobilization**

- Establishes realistic resource requirements to meet IOM needs

**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 neighboring 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 neighboring country located within commuting distance, and work permit, as applicable.

**How to apply:**

Interested candidates are invited to submit their **application** and **cover letter** not later than **Tuesday, the 17<sup>th</sup> of July 2018**, at **17:00** O'clock, **Cairo** time on [www.egypt.iom.int](http://www.egypt.iom.int)

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.