



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Project Specialist, Compliance, RSC**
Duty Station : **Country Office in Cairo, Egypt**
Classification : **G6**
Type of Appointment : **Fixed Term, One Year with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference code : **VN/CAI/2022/24**
Closing Date : **December 04, 2022**

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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Organizational Scope & Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to many thousands of refugees each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs. Refugees and Migration (PRM), IOM manages the RSC for Middle East and North Africa (MENA). RSC MENA manages US resettlement activities in Jordan, Iraq, Egypt, Syria, Morocco, Algeria, Tunisia, Libya, Yemen, Oman, India, Saudi Arabia, Qatar, Bahrain, Kuwait, and United Arab Emirates. RSC MENA prepares applications for adjudication by and provides support to visiting US Citizenship and Immigration Services (USCIS) officers, facilitates security and medical screenings, provides information about arrivals to resettlement agencies in the US and offers Cultural Orientation (CO) training to individuals departing for the US.

Under the general supervision of the Chief of Mission, IOM Egypt and the direct supervision of the National Project Officer, RSC Cairo, the Project Specialist is responsible for supervising compliance activities, with the following duties and responsibilities:

Core Functions / Responsibilities:

1. If required, oversee a team of RSC MENA, Cairo site staff members undertaking compliance activities in an assigned area or areas, such as project monitoring and evaluation, training, project reporting, project support or protection, including supporting staff development processes such as hiring, providing training, assigning duties, and giving feedback to staff members on their performance on a regular basis to ensure high quality work and the accurate completion of communications activities.
2. In close coordination with the USRAP Monitoring Officer in Washington, DC oversee monitoring and evaluation activities for RSC MENA, Cairo including, if assigned, planning monitoring and evaluation activities, designing monitoring and evaluation mechanisms, such as surveys, interview protocols and focus group topics, administering surveys, interviews and focus groups, analysing monitoring and evaluation data and reporting on data to relevant persons.
3. Oversee and plan training activities for RSC MENA, Cairo site staff members, including, if assigned, serving as the USRAP Training Focal Point for RSC MENA, Cairo site in close coordination with the HR-Business Partner, coordinating with management and staff members to identify training needs within the RSC MENA region, planning, organizing and administering trainings, supporting the delivery of trainings, learning to deliver, and delivering, trainings, reporting to the HR-Business Partner and Staff Learning and Development (SDL) at IOM Headquarters on trainings that are held by RSC MENA and contributing to the development of new training packages.
4. Provide necessary support to the RSC MENA, Cairo site project as identified by the Project Manager, RSC MENA and other supervisors, including, if assigned, completing a wide range of special and generally independent projects serving all pillars and remote processing sites of the RSC under the RSC MENA region as well as RSC management and IOM departments that are outside of, but support, RSC MENA activities.
5. In relation to project reporting, provide support as needed to RSC MENA management on a regional level on a wide variety of reporting needs, including compiling information for reports, drafting reports, editing reports and designing reports for internal RSC use, relevant

IOM missions and regional offices, the USRAP Global Management Team, IOM Headquarters, RSC MENA project partners and PRM.

6. Oversee the efficient and effective management of protection-related refugee case expedites, including, if assigned, monitoring RSC MENA, Cairo site expedite cases, drafting and updating Standard Operating Procedures (SOPs) related to expediting processing, monitoring the implementation of expedite-related SOPs, maintaining an expedite database, acting as the primary liaison with partners on expedite cases, working with other units and departments to ensure expedite cases are processed efficiently, processing COPE cases and drafting regular reports related to expedite cases in RSC MENA, Cairo site.
7. Oversee protection activities related to at-risk individuals served by RSC MENA, Cairo site, such as children, the elderly, survivors of sexual and gender-based violence (SGBV), persons with disabilities, lesbian, gay, bisexual, transgender and intersex (LGBTIQ) persons and other marginalized individuals, including, if assigned, providing training on how to interview at-risk individuals, drafting SOPs, tools and reference materials, monitoring the implementation of SOPs and tools, providing regular reports on at-risk cases, liaising with colleagues and partners on relevant issues, analysing or completing documentation related to refugee minors, counselling refugee minor cases and arranging the expedition of at-risk cases as needed.
8. In coordination with the National Project Officer, liaise as needed with other teams and units in RSC MENA, Cairo site, and with external partners such as USCIS, the Refugee Processing Center (RPC), panel physicians, the US Embassy and the United Nations High Commissioner for Refugees (UNHCR). Prepare team statistics and report regularly to RSC MENA management on relevant activities, problems and solutions related to the workflow and processing pipeline.
9. Train other compliance team members as needed to efficiently and effectively manage and undertake activities related to monitoring and evaluation, training, project support, project reporting and protection, and to oversee compliance teams and activities.
10. Undertake duty travel as needed to conduct activities related to monitoring and evaluation, training, project support, project reporting or protection, for meetings and to participate in training.
11. Demonstrate a comprehensive understanding of the USRAP, SOPs and START, as well as the ability to remain professional, impartial and unbiased during all interactions with refugee applicants, colleagues and partners. Support the development and implementation of SOPs as needed.

12. Maintain and ensure the confidentiality and integrity of all RSC-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert RSC management of any non-compliance to SOPs or codes of conduct by RSC staff members.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Complete Secondary education required.
- Six years of working experience with secondary education; four years of working experience with bachelor's degree

Experience

- Thorough knowledge of English
- Ability to use own initiative and work under pressure with minimum supervision

Skills

- Excellent computer skills - Word, Excel and Internet
- Strong interpersonal and communication skills
- Attention to detail and ability to organize
- Self-motivated and objective driven

Languages

- Thorough knowledge of English and Arabic

Notes

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 three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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 special vacancy notice is subject to funding confirmation.

This is a national position and as such only Egyptian citizens and legal residents with authorization to work in Egypt at the time of the application will be considered.

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.

How to apply:

Interested candidates are expected to submit their applications on or before **December 04, 2022- Cairo time** to [Careers | IOM Egypt](#). Late submissions will not be considered.

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 and considered for the announced vacancy.

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

Posting period:

From 20.11.2022 to 04.12.2022