



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title	: National Project Officer (Joint Platform)
Duty Station	: Country Office in Cairo, Egypt
Classification	: NOA
Type of Appointment	: Fixed term, One year with possibility of extension
Estimated Start Date	: As soon as possible
Reference code	: VN/CAI/2023/32
Closing Date	: October 25, 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.

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 UN agencies in Egypt and under the Joint UN Programme are aiming to strengthen the resilience of and contribute to the protection of refugees, asylum-seekers and migrants in vulnerable situations in Egypt and to promote social cohesion with host communities in urban centres.

The programme will contribute to implementing the vision of the Joint Platform for Migrants and Refugees in Egypt, established in November 2021, to realize long-term, sustainable development gains for migrants, refugees, asylum seekers and their host communities, enhancing social inclusion and cohesion. IOM is looking for a National Project Officer to follow up on implementing and coordinating its activities under the UN Joint Programme.

Under the overall supervision of the Chief of Mission (CoM) in IOM Egypt and direct supervision of the Head of Protection Unit, and in collaboration with relevant units at the mission and RO MENA and RO Brussels, the successful candidate will be responsible and accountable for the coordination and the implementation of IOM- UN joint programme in Egypt.

Core Functions / Responsibilities:

- Assist in the coordination and monitoring of the operational, administrative, and financial aspects of the project in accordance with IOM policies and practices as well as donor's requirements.
- Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation.
- Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools, and standard operations procedures.
- Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.
- Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
- Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts.
- Contribute to the planning, development, organization, and delivery of capacity building activities targeting IOM staff, government, and civil society partners, implementing partners and communities.
- Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums.
- Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents.
- Supervise and provide training and technical guidance to project staff.
- Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
- Perform other related duties as required.

Required Qualifications and Experience:

Education

- 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 two years of relevant professional experience; or,

- Master's degree in the above-mentioned fields.

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

REQUIRED

For this position, fluency in English and Arabic is required (oral and written).

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: maintain 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: Produce and deliver 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.

Managerial Competencies – behavioral indicators level 2

- 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction

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 **October 25th, 2023- Cairo time** through the following links.

For internal Candidates: [Internal](#)

External Candidates: [External](#)

Note: 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.