

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental, and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive, and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates, as well as applications from the non-represented member countries of IOM. 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, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following IOM Member States that are not represented among staff members in the Professional and higher categories:
Bahamas, Barbados, Comoros, Congo (the), Cook Islands, Dominica, Federated States of Micronesia, Grenada, Guinea-Bissau, Holy See, Iceland, Israel, Kiribati, Marshall Islands, Namibia, Nauru, Palau, Saint Kitts and Nevis, Saint Lucia, Samoa, Sao Tome and Principe, Seychelles, Solomon Islands, Suriname, Timor-Leste, Tonga, Trinidad and Tobago, Tuvalu, Vanuatu

Second-tier candidates include:

All external candidates, except candidates from non-represented member states of IOM.

Organizational Context and Scope

IOM Central African Republic (CAR), in close coordination with the Government of Central African Republic (GoCAR), aims to promote stability, the extension of state presence, and community resilience within recovering communities in CAR. Through collaboration with local and national authorities, communities, civil society, and the private sector, the programme will provide a rapid and flexible mechanism to support stabilization and solutions priorities such as improved infrastructure, essential services, and the promotion of social cohesion, particularly in hosting and return communities. Meeting key migration management and solutions-oriented priorities, the programme aligns with the CAR National Development Plan, the National Durable Solutions Strategy, and the UN Sustainable Development Cooperation Framework.

Under the direct supervision of the Chief of Mission, the Emergency Coordinator will be responsible and accountable for the coordination of IOM's operations in response to humanitarian challenges in the Country Office.

Responsibilities

1. Coordinate and monitor the implementation of all operational and administrative aspects of emergency-related projects, ensuring effectiveness, coherence, integrity and the application of the organization's policies and procedures.
2. Work in close collaboration with the COM to ensure that all the components of the emergency response and the regular recovery and development activities operate in a coherent and mutually supportive manner.
3. Ensure adequate IOM's Response Preparedness by:
 - Improving coordination in the response preparedness capacity of programmes;
 - Verifying and facilitating alignment of programmatic response preparedness with inter-sector common planning frameworks; and,
 - Coordinating the implementation of the preparedness efforts envisaged by IOM in different sectors.
4. Keep abreast of humanitarian policies, international standards and best practices relating to the emergency field; recommend how cross-cutting issues, including gender, age, education, disability, environment and protection, can be better incorporated for further enhancement of the cross-border humanitarian response.
5. Ensure timely preparation and submission of all emergency project reports according to IOM and donor formats as required. Coordinate preparation of regular updates, project summaries, lessons learnt, press releases, and other relevant materials.

6. Guide and supervise staff responsible for the implementation of emergency projects. Coordinate training for staff on emergency response to promote a common understanding and knowledge of ways and means to strengthen the humanitarian response.
7. Identify new opportunities for emergency response and participate in the development of emergency project proposals in coordination with the Resources Management Unit, Department of Operations and Emergency (DOE), the Regional Office, and Program/Project Managers.
8. Ensure the provision of timely, accurate, standardized, and adequate information to all relevant stakeholders regarding movements, new displacements, mobility trends, and conditions in return/relocation areas, paying special attention to the situation of vulnerable groups. Liaise with donor representatives and periodically brief them on current and planned programs in order to mobilize necessary financial support.
9. Participate actively in various fora, including inter-agency coordination groups, and meetings with governmental authorities, non-governmental organizations, donors and other stakeholders.
10. Undertake duty travel relating to need assessments, emergency project monitoring, liaison with counterparts, problem solving, and new project development, as required.
11. Perform such other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Master's degree in International Relations, Political Science, Business or Public Administration or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

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

Experience

- Experience in fields related to IOM emergency programming, including emergency coordination, NFI/shelter, CCCM, DTM, protection, transition & recovery, or preparedness and response;

- Practical experience in project management, including administrative and financial management, procurement and HR procedures, and internal control procedures; and,
- Experience working in an emergency context and ability to liaise with government officials, donors, UN personnel, NGOs, and other stakeholders.

Skills

- Sound judgment, ability to extract, interpret, analyse and format data and make decisions rapidly to resolve operational problems;
- Ability to work with minimum supervision;
- Capacity to work effectively in high-pressure, rapidly changing environments; and,
- Solid computer skills, including proficiency in the MS Office package (Excel, PowerPoint, Outlook).

Languages

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

Working knowledge of another official UN languages (Arabic, Chinese, Russian, and Spanish) is an advantage.

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 five 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.

Managerial Competencies – behavioural 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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.