

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 Mali Country Office (CO) is looking to expand its engagement with the UN in Mali to work towards the implementation of intergovernmental agreements covering migration, including the 2030 Agenda and Agenda 2063. IOM plays a key role in mainstreaming migration in the work of UN Country Teams and will continue to do so through the UN's Sustainable Development Cooperation Framework (UNSDCF). Furthermore, in Mali, a UN Network on Migration was created, bringing together UN agencies working on migration in the country. Its role is to offer coordinated and system-wide support on migration-related issues to the government. IOM, as Secretariat and Co-coordinator of the UN Network on Migration in Mali, has an important role in supporting the implementation, follow-up, and review process of the Government of Mali towards the implementation of the Global Compact on Migration.

Under the overall supervision of the Chief of Mission (CoM), the direct supervision of the Head of Programme, and in close collaboration with the relevant units at the Regional Office and Headquarters (HQ), the Programme Support and Liaison Officer will be responsible and accountable for supervision of programme support staff, coordination and facilitation of project development, donor, and institutional reporting in the fields of migration management and emergency response, as well as will support the Country Office's (CO) resources mobilisation outreach. The Programme Support and Liaison Officer will assist with liaison activities with counterparts in the government, UN agencies and other relevant stakeholders in line with IOM's Strategic Plan, in line with its Continental, regional and country strategies.

Responsibilities

Responsibilities and Accountabilities

1. Supervise the Programme Support staff, contribute to the development and endorsement process of results-based programmes and projects, concept notes, and project proposals, in close coordination with the CoM, Project Managers, United Nations Country Team (UNCT), relevant donors, government counterparts and project partners, by providing technical inputs and support that responds to emerging trends and priorities and that are in compliance with IOM and donor interests and requirements.
2. Review resource requirements, document programmatic needs, gaps, and opportunities. Contribute to the alignment with IOM global, regional, and country strategies during project development and donor reporting, including supporting and promoting the use of Strategic Results Framework (SRF) global results and indicators.
3. Support the Project Managers in drafting donor reports in close coordination with relevant units in the CO and RO in line with IOM policies, standards and internal procedures.
4. Research potential and realistic funding opportunities among government and non-government donors, review calls for proposals, and collect donor information. Draft donor profiles and guidance notes on donor priorities, and assist with developing approaches to expand the IOM donor base.

5. Support effective working relationships with donor counterparts and project/programme partners, such as government authorities, diplomatic missions, and other relevant agencies and working groups.
6. In coordination with relevant units in the CO, draft visibility and other resource mobilization materials and organize donor briefings and visits.
7. Support capacity-building and training activities in the field of programme development, donor and institutional reporting and the roll-out of the SRF for CO's staff through workshops and seminars.
8. In support of knowledge management, maintain accurate, updated and pertinent records of all correspondence, project development and donor and institutional reporting files, and related information in IOM's relevant software application.
9. Provide inputs and information to support the Head of Programme and the Chief of Mission in external representation and fund-raising functions, and participate in UN and other partners' fora, especially within the donor community.
10. Perform such other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Master's degree in International Relations, International Development, Political or Social Sciences, Migration Studies, Law, or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

Accredited Universities are those listed in the UNESCO World Higher Education Database.

Experience

- Experience in supporting results-based project development and reporting, technical writing and editing, preferably in the international development/humanitarian sector;

- Confirmed experience in donor report writing in humanitarian and/or development settings;
- Experience in Results-Based Management approach and other strategic planning approaches;
- Work experience in donor relations and grant management for specific donors of IOM's interest;
- Experience in the field of migration issues, including operational and field experience; and,
- Experience in the Western Africa region is a distinct advantage.

Skills

- Strong project development skills and ability to analyse and align with IOM strategic frameworks;
- Good written and verbal communication skills, with the ability to prepare clear and concise reports;
- Familiarity with project development tools and processes, including PRIMA, would be an asset;
- Good analytical, organisational, and planning skills; capacity to establish working relationships with governmental authorities, national and international institutions, and nongovernmental organizations;
- Ability to supervise and train staff; ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Ability to work with accuracy under constraints and pressure; high sense of confidentiality, initiative, and good judgment; demonstrated ability and willingness to work in difficult areas/situations;
- Ability to manage a unit and supervise and guide colleagues;
- Personal commitment, efficiency, flexibility, drive for results, creative thinking; and,
- Good level of computer literacy, including database applications.

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.