



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **National Project Support Officer**
Duty Station : **Seoul, Republic of Korea**
Classification : **National Officer, NOA**
Type of Appointment : **One Year Fixed-Term with possibility of extension**
Estimated Start Date : **ASAP**

Closing Date : **May 15, 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. 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:

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Under the overall supervision of the Chief of Mission (CoM) in Republic of Korea (ROK) and under the direct supervision of National Programme Development Officer, the successful candidate will be responsible for contributing to implementation, monitoring and evaluation, and reporting of the programmes/projects funded by the donors in ROK, and also supporting to develop new initiatives and projects in the fields of Migration, Environment, and Climate Change and Risk Reduction (MECCR) as well as Sustainable Development.

Core Functions / Responsibilities:

1. Support coordination of project monitoring, reporting, and communication for the IOM projects funded by the donors in the Republic of Korea (ROK) in different IOM missions.
2. Provide technical supports for developing climate change related programmes with the ROK donors and other partners.

3. Undertake necessary duty travels to the project sites to support coordination of needs assessment, feasibility study, monitoring visit, and reporting.
4. Coordinate to draft relevant project proposals, budgets, reports, and other necessary documents for sharing with donors as well as internal and external stakeholders.
5. Closely communicate and coordinate among the donors and the different IOM missions regarding the projects, supporting the IOM missions' compliance with IOM's internal rules and regulations.
6. Research and share necessary information to assist in planning, organizing, and developing all aspects of the relevant programme.
7. Contribute to the design of new programmes/projects in coordination with the staffs in IOM Seoul and other relevant IOM missions.
8. Develop and maintain partnerships with key stakeholders particularly in the field of MECCR, including KOICA, GCF, and MOFA.
9. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in Political or Social Science, Environment, Climate Change, International Relations, Humanitarian Affairs, Sustainable Development Studies, Migration Studies or a related field from an accredited academic institution; or
- Bachelor's degree in the above fields with minimum two years of relevant professional experience

Experience

- Experience in project support, development, implementation, monitoring and evaluation
- Professional experience in migration, environment, climate change, and risk reduction related programmes
- Experience in liaison with the donors and other relevant public private partners in the Republic of Korea
- Work experience in international, non-governmental and/or governmental organization is desirable

Languages

Fluency in English and Korean

Required Competencies

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 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 – 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.

Other

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications using IOM PH form with Cover Letter to iomseoul@iom.or.kr, by May 15, 2023 at the latest, referring to this advertisement. Position title should be specified in the SUBJECT field. Korean citizen or foreign national with valid work permit/visa can apply.

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 02.05.2023 to 15.05.2023