

Position Title : **Programme Officer (Peace Building Fund (PBF))**  
Duty Station : **Niamey, Niger**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **23 January 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](http://www.iom.int/diversity).

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 non-represented member states:  
[Antigua and Barbuda](#); [Aruba \(Netherlands\)](#); [Botswana](#); [Cabo Verde](#); [Comoros](#); [Congo \(the\)](#); [Cook Islands](#); [Curaçao](#); [Fiji](#); [Grenada](#); [Guinea-Bissau](#); [Holy See](#); [Iceland](#); [Kingdom of Eswatini](#); [Kiribati](#); [Lao People's Democratic Republic \(the\)](#); [Madagascar](#); [Marshall Islands](#); [Micronesia \(Federated States of\)](#); [Namibia](#); [Nauru](#); [Palau](#); [Saint Kitts and Nevis](#); [Saint Lucia](#); [Saint Vincent and the Grenadines](#); [Samoa](#); [Sao Tome and Principe](#); [Seychelles](#); [Solomon Islands](#); [Suriname](#); [The Bahamas](#); [Timor-Leste](#); [Tonga](#); [Tuvalu](#); [Vanuatu](#)

Second tier candidates include:

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

### **Context:**

Under the overall guidance of the IOM Niger Chief of Mission, the Senior Programme and Policy Liaison Officer (SPPLO) and in direct supervision of the Head of the Programme Support Unit, the successful candidate will be responsible for supporting the implementation and development of Peace Building Fund (PBF) projects with relevant Heads of Units implementing such projects.

The Programme Officer (PBF) will work closely with the Head of the Program Support Unit as well as the different IOM units to supervise the implementation of the PBF funded projects and to carry out liaison and external relations activities with the PBF secretariat in Niamey, Niger and partner agencies.

## ***Core Functions / Responsibilities:***

1. Support relevant IOM units in implementing PBF funded activities, including reporting, monitoring and evaluation.
2. Review PBF project results and follow-up on the continuation of all the activities in close coordination with relevant IOM units and Offices (including the Regional Office for WCA in Dakar and the Liaison Office in NY), as well as partners.
3. Coordinate and monitor the implementation of the PBF funded projects and coordination with PBF secretariat in Niamey.
4. Support the relevant program manager in planning, coordinating, implementing and monitoring PBF related portfolio activities including but not limited to monitoring and evaluation.
5. Undertake duty travel, in line with prevailing security restrictions, relating to project assessments, liaison with counterparts, and project implementation, as required.
6. Draft and coordinate regular project reports in a timely manner according to IOM Niger and IOM Regional Office for WCA in Dakar in donor formats, in close coordination with the program managers, the Program support unit as well as the Monitoring and Evaluation Officers based in Niger and the regional office.
7. Facilitate adequate information management on project related activities including project awareness raising and visibility; regular updates, summaries, press releases and other relevant materials, in coordination with the donor and IOM's Public Information Department.
8. Participate in relevant conferences, workshops, steering committees, and technical working groups, as well as other forums to contribute to the proper coordination and presentation of IOM activities.
9. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Project Management, Development duties, Relations, 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.

### **Experience**

- Experience in liaising with governmental authorities, other national/international institutions;
- Experience working in Non-Governmental Organizations (NGOs), UN, International Organizations and Diplomatic missions;
- Thorough knowledge of the Peacebuilding approaches and mastery of PBF procedures;
- Experience in supporting the development of policies, strategies, and strategic partnerships and working in low-capacity environment;
- Experience in liaising with donor countries and international funding mechanisms;
- Strong experience working with government institutions in West and central Africa and Niger in particular; and,
- Experience in project development or implementation and reporting, good understanding of Monitoring and Evaluation and information management.

### **Skills**

- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities;
- Excellent leadership, coordination, and information management skills;
- Detailed knowledge of the UN System, NGOs, and other international organizations/institutions;
- Knowledge of migration data, labour migration patterns in west and central Africa, and ability to negotiate with government authorities;
- Good knowledge of human and financial resources management;
- Strong conceptualization, analytical and writing skills;
- Strong communication, organizational and interpersonal relationship skills;
- Ability to meet deadlines and work under pressure with minimum supervision; and,
- Ability to establish and maintain partnerships with development partners, government counterparts, UN agencies, local authorities and other relevant stakeholders.

## Languages

IOM's official languages are English, French, and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English and French is required (oral and written).

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Notes

<sup>1</sup> 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.

## **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 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](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:***

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 23 January 2023 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

### ***Posting period:***

From 10.01.2023 to 23.01.2023

### ***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview,

processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: VN 2022 03 Programme Officer (Peace Building Fund (PBF)) (P2) Niamey, Niger (57921476)  
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