

Position Title : **Programme Officer (Preparedness and Response)**
Duty Station : **Suva, Fiji**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **06 November 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.

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](#); [Barbados](#); [Botswana](#); [Cabo Verde](#); [Comoros](#); [Congo \(the\)](#); [Cook Islands](#); [Dominica](#); [Grenada](#); [Guinea-Bissau](#); [Holy See](#); [Iceland](#); [Kiribati](#); [Lao People's Democratic Republic \(the\)](#); [Madagascar](#); [Marshall Islands](#); [Micronesia \(Federated States of\)](#); [Namibia](#); [Nauru](#); [Palau](#); [Saint Kitts and Nevis](#); [Saint Lucia](#); [Solomon Islands](#); [Suriname](#); [The Bahamas](#); [Tonga](#); [Tuvalu](#); [Uzbekistan](#); [Vanuatu](#)

Second tier candidates include:

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

Context:

The Republic of Fiji faces substantial development challenges because it is highly vulnerable to climatological, hydrological, and meteorological hazards, as well as geophysical events due to its position in the Ring of Fire. These vulnerabilities are exacerbated through the effects of climate change causing extreme weather events to occur with greater frequency and intensity. The impact of disasters on Fiji continues to undermine the country's development objectives and poses several risks across communities.

The International Organization for Migration (IOM) recognises that a natural hazard results in a disaster when the event exceeds the ability of the affected community or society to cope using its own resources. Consequently, IOM is prioritising enhancing Fijian communities' resilience to minimise the impact of hazards through a multi-year project. Through this prioritisation on resilience, IOM aims to strengthen, support, and build on the preparedness and capacity of

communities and families to break recurrent cycles of displacement. By utilising a humanitarian development nexus approach, IOM will address the systemic drivers of vulnerabilities resulting from disasters by reducing the adverse impacts of cyclical stresses, and consequently promote sustainable development. While the occurrence and severity of natural hazards cannot be reduced in Fiji, mitigating vulnerability of evacuees is one of the key opportunities for the disaster risk reduction and enhancing the resilience of Fiji's communities and systems.

The successful candidate will be responsible for supervising the implementation of Preparedness and Response related initiatives/activities for IOM in the Republic of Fiji, with an emphasis on disaster risk reduction, evacuation centre construction/management, and capacity building initiatives. The successful candidate will be responsible for performing technical outputs/activities to help strengthen national and community resilience to disaster and displacement related risks in the country.

The Programme Officer will work under the direct supervision of the Humanitarian Programme Manager, in close coordination with the Department of Operations and Emergencies Regional Thematic Specialists in the Regional Office of Asia and the Pacific, and under the overall supervision of the Chief of Mission for Fiji.

Core Functions / Responsibilities:

1. Support overall implementation of the Humanitarian Programme of IOM Fiji, including monitoring and following up on its budgetary, administrative and technical implementation, in compliance with IOM policies and standards, as well as donor requirements, agreed timelines and deliverables
2. In close coordination with the Humanitarian Programme Manager and the COM, supervise the work of staff assigned to the CO's Humanitarian Programme, and monitor the work of consultants, implementing partners and service providers recruited to support and/or undertake specific activities.
3. Provide technical supervision and quality assurance for design, delivery and reporting of Disaster Preparedness and Response initiatives/activities, with an emphasis on Disaster Risk Reduction, Evacuation Centre Construction/Retrofitting, and Community-based Planning, managed by IOM Fiji as guided by the Humanitarian Programme Manager
4. Draft and monitor detailed workplans for assigned community-based hazard mitigation initiatives and activities.
5. Engage with communities for the purpose of facilitating the establishment and strengthening of community committees with a focus on community leadership on preparedness and sustainability.
6. With oversight from the Humanitarian Programme Manager, participate in field assessments, trainings, and simulations with key stakeholders including government ministries, international actors and community partners.
7. Assist in strengthening or expanding IOMs Preparedness and DRR programming that meets identified needs of engaged communities and partners.
8. As directed by the COM and the Humanitarian Programme Manager, participate in relevant conferences, workshops, clusters, steering committees and technical working groups, as well as other forums, to facilitate proper coordination and presentation of IOM activities.
9. Conduct continuous analysis of the achievements of DRR activities and undertake field monitoring visits to identify technical quality of services, evaluate gaps in performance and recommend amendments/adjustments to workplans accordingly.

10. Contribute to the development of relevant monitoring and evaluation plans and tools to track initiatives and measure progress and effectiveness, as well as make recommendations on suitable course corrections and lessons learnt.

11. Assist in developing effective beneficiary feedback and complaints mechanisms for IOM Fiji initiatives related to humanitarian and disaster preparedness programming in line with IOM's Accountability to Affected Populations (AAP) Framework.

12. Contribute to donor liaison and resource mobilization with guidance from the Humanitarian Programme Manager and Chief of Mission.

13. Inform project staff on safe referral pathways and procedures, protection principles and PSEA policies.

14. Perform such other tasks as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in humanitarian affairs, development studies, political or social sciences, engineering, architecture, or other relevant fields from an accredited academic institution with 2 years of relevant professional experience; or
- University degree in the above fields with 4 years of relevant professional experience.

Experience

- Experience working in DRR governance, DRR policies, and/or community-based disaster risk reduction (CBDRR);
- Experience in liaising with governmental authorities (particularly the Government of the Republic of Korea, KOICA, and the Government of Fiji), other national/international institutions and NGOs, is an asset;
- Demonstrated understanding of protection mainstreaming;
- Strong understanding of best practices for evacuation centre construction;
- Demonstrated skills in liaising with government, donors, and other key actors;
- Experience developing and/or in using participatory approaches to engaging with and mobilizing communities;
- Experience providing technical guidance and capacity building material for various stakeholders including staff, national authorities, communities, etc.; and,
- Understanding of IASC humanitarian architecture.

Skills

- Proven planning and coordination skills;
- Proven interpersonal and communication skills, including ability to work in a multi-cultural environment;
- Sound ability to communicate practical knowledge on actions to address building community resilience at an operational level;
- Demonstrated analytical, writing and reporting skills; and,
- Demonstrated skills in Microsoft Office (Excel, Word, PowerPoint, and Outlook).

Languages

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

For this position, fluency in English is required (oral and written). Working knowledge in Korean language is highly desirable.

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

Notes

¹ 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 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.

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:

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 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 06 November 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

Posting period:

From 24.10.2023 to 06.11.2023

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: SVN 2023 382 Programme Officer (Preparedness and Response) (P2) Suva, Fiji (58439513)

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