



POST DESCRIPTION

SECTION 1

Position Information

Position Title	National Project Officer - Western Hemisphere Program
Position Grade	NOA
Duty Station	Dominican Republic
Position Number	00000000
Job Family	Budget
Organizational Unit	10022300
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office Santo Domingo, Dominican Republic
Position rated on	24 September 2024
Reports directly to	20000663
Number of Direct Reports	5

SECTION 2

Organizational Context and Scope

The IOM-managed Western Hemisphere Program (hereinafter WHP) funded by the Bureau of Population, Refugees and Migration of the U.S. State Department, seeks to enhance the capacities of stakeholders and other actors in Central America, Mexico and the Caribbean to manage migration in a safe, orderly and humane manner. The Program has four main thematic pillars: migration management, partnerships, migration crisis response management and communication.

The WHP implements activities in 12 countries currently, Dominican Republic is one of them, through national teams, each of them led by a National Project Officer. Under the direct supervision of the IOM Chief of Mission in the Dominican Republic and in close coordination with the WHP regional coordination team, the National Project Officer will be responsible for executing the following tasks in the Dominican Republic:

SECTION 3

Responsibilities and Accountabilities

1. Collect, analyze and present information on the national context and trends on migration, as well as the response of national stakeholders and actors to identify shortcomings, gaps and needs of improvement; thus contribute to the development of the WHP program intervention in the country, a national strategy and work plan for implementation.
2. Coordinate the project activity implementation, maintaining the coherence of all project components at national, local and cross-border level, as well as the effectiveness, impact and sustainability of the intervention.
3. In coordination with the supervisor, liaise and coordinate with national counterparts in the phase of devising and then implementing the project activities, as well maintain regular communication with the representatives of the donor in the country; moreover, seek and develop collaboration with other UN Agencies to foster synergies and avoid duplications of the WHP activity implementation.
4. Conduct and coordinate the monitoring and evaluation task of implemented activities; keep a regular dialogue and coordination with the WHP regional coordination team, timely raise attention on relevant events in the country, new trends and developments, shortcomings and opportunities.
5. Supervise the WHP national team and delegate tasks to them when applicable; liaise with other relevant Mission units and colleagues to facilitate and promote complementarity and synergies with other programs, as well as the timely and smooth execution of the internal administrative and financial duties.
6. Recruit and monitor the work of consultants and other entities contracted under the Program, in accordance with the standards established by the Organization to ensure quality and timely results.
7. Organize and roll out events pertaining to the WHP implementation in the country, such as trainings, workshops, conferences, and others, which respond to the priorities and needs identified in relation to strengthening the migration management capacities.
8. Actively participate in national, local, border and cross-border coordination fora related to migration governance, for example thematic inter-institutional and coordination councils, forum of migrant organizations, national coalitions against human trafficking, binational cross-border platforms.
9. Promote the incorporation of the gender perspective within the Program activities in a transversal manner; apply gender markers while devising and implementing program activities.
10. Participate and represent the Program in seminars and other relevant meetings with governmental and non-governmental entities related to the Program's areas of competence.
11. Conduct field trips for coordinating, implementing, monitoring and evaluating the Program activities at the local level and for liaising with relevant key stakeholders.

12. Prepare interim and final technical reports, as well as other relevant documents (for example event summary, spot reports, presentations) related to the implementation of the WHP in the country; liaise with the Resource Management Unit to coordinate timely delivery of financial reports.
13. Collect and systematize program information on progress and objective fulfillment to respond to requests raised by the WHP regional coordination, the donor or counterparts, as well as for knowledge management.
14. Promote the visibility of the Program and its achievements in coordination with the Mission's Communication and Media Coordinator, for example through the production of audiovisual material and the drafting of Press Briefing Notes, among others.
15. Support the Mission in the development, advocacy and negotiation of new projects that aim to intervene in similar thematic areas of the WHP.
16. Perform other associated and relevant functions for the correct execution of the projects, as assigned by his/her supervisor according to the needs of the position.

SECTION 4

Required Qualifications and Experience

EDUCATION

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

EXPERIENCE

- Practical and demonstrable experience in project development and coordination.
- Proven professional experience in migration and/or in migration and/or public policy.
- Proven capacity in the design and development of strategies and strategies and policies.
- Experience in international cooperation projects with government counterparts.

SKILLS

- Knowledge of a broad range of migration related subject areas
- Excellent writing, communication and organizational skills;
- Strong interpersonal skills and ability to maintain trust and good working relationships with counterparts;
- Excellent ability to manage and work in diverse teams

SECTION 5

Languages¹

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

REQUIRED

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

DESIRABLE

Working knowledge of French

SECTION 6

Competencies²

The incumbent is expected to demonstrate the following values and 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.

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.

¹ As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization's official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN.

² Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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.

SECTION 7

Signatures

1 st Level Supervisor	Date
	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.