



IOM International Organization for Migration

SPECIAL VACANCY NOTICE

Position	: National Programme Officer (DRR)
Organizational Unit	: DRR (10007934)
Duty Station	: Pohnpei, Federated States of Micronesia
IOM Classification	: NO-A
Type of Appointment	: Special Short-Term (SST), 9 months with possibility of extension
SVN No.	: SVN FM 2024_001
Estimated Start Date	: As soon as possible
Closing Date	: 12 July 2024

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 environment. Internal and external candidates are eligible to apply to this vacancy. To the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission and the direct supervision of the Community Resilience Project Officer in Pohnpei, Federated States of Micronesia, the successful candidate will assist in implementing programme activities, coordinating with local stakeholders, developing programme Information, Education and Communication (IEC) materials tailored to the local context, facilitating community events and trainings, and overseeing community mitigation projects in the areas of food security, WASH, and emergency shelter throughout FSM.

Core Functions / Responsibilities:

1. Assist the Project Officer in the coordination, implementation, monitoring, and timely reporting of programme activities and deliverables to ensure smooth project implementation and close adherence to the programme's workplan.
2. Ensure the correct and timely completion of required administrative forms by programme assistants in a timely manner in order to facilitate the implementation of programme activities in accordance with the programme's workplan.
3. Liaise and coordinate with government counterparts, community leaders, and partner organizations in order to support IOM's DRR-related activities in the Federated States of Micronesia (FSM); assist in navigating socio-political factors, leveraging our relationships with partners and community for enhanced public perceptions of IOM/IOM Programming, and to simultaneously contribute to minimizing potential risks that could cause operational delays.
4. Ensure the collection of documents, verify the completion and authenticity of documents, data and other inputs, to the extent possible. Documentation may include but is not limited to attendance sheets, photo documentation, logbooks, geographical information for the design and implementation of community-based disaster risk management activities, including mitigation projects and emergency communication protocols.

5. Plan, organize, and conduct workshops, trainings, and/or focus group discussions during community engagements in order to exchange and deliver information on hazards and DRR mitigation recommendations, demonstrate locally contextualized concepts in line with programme training materials and facilitate group conversations.
6. Assist in producing public information on hazards, emergency preparedness and DRR mitigation strategies by ensuring the correct translation of text into the Micronesian language in order to increase public awareness on DRR and promote action at the local level. Further, the National Programme Officer shall ensure all public information has been coordinated with and approved by the Programme Manager before public release or use in programme activities.
7. Ensure the appropriate branding of key products and events with IOM and donor logos in order to increase awareness of programs implemented by IOM and funded by the donor.
8. Monitor hazards and provide support for potential emergency response activities under the guidance of the Programme Manager.
9. Assist in the IOM Program Development process to grow IOM's ability to continue supporting the FSM with Emergency Preparedness and Disaster Risk Reduction initiatives.
10. Strictly comply to IOM's policies and procedures including prevention of sexual exploitation and abuse and promotion of a respectful work environment.
11. Travel at the request of the supervisor and approval of the CoM.
12. Perform other duties as assigned.

Required Qualifications, Experience and Skills:

- Bachelor's degree in education, communications, liberal arts, public administration/policy, public health or crisis management or related fields from an accredited academic institution with two years of relevant professional experience.
- Experience in the field of disaster risk reduction (DRR) and emergency management.
- Experience in communication, coordination, facilitating meetings, and community outreach.
- Experience with public information, education, or training is advantageous.
- Experience in implementing small scale projects and/or experience in construction trades.
- Experience in data collection and knowledge of spreadsheet and data analysis.
- Experience in the usage of office software packages (MS Word, Excel, etc).
- Experience with Geographic Information Systems (GIS) is advantageous.
- Effective time management and the ability to complete work within strict deadlines.
- Proficient use of MS Office and/or other office applications.
- Construction-trade skills such as basic carpentry or plumbing are advantageous.
- Ability to effectively facilitate meetings, trainings, and community activities.
- Ability to produce well written and concise reports.
- Strong intrapersonal skills and ability to communicate clearly.
- Knowledge of traditional customs.

Languages:

Fluency in English and Pohnpeian (oral and written) is required; Working knowledge of other Micronesian languages is an advantage.

Required Competencies:

The incumbent is expected to demonstrate the following competencies:

Values:

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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. 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:

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

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

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

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to HRmicronesia@iom.int indicating position applied on subject line by **12 July 2024**.

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN FM 2024_001 – National Programme Officer (DRR), Pohnpei**.

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

Please note only shortlisted candidates will be contacted.

Posting period:

From 28.06.2024 to 12.07.2024