



IOM International Organization for Migration

Vacancy Notice 2022-33 Open to Internal and External Candidates

Position Title	: Senior Programme Associate (Prevention and Protection)
Duty Station	: Chisinau, Moldova
Classification	: General Staff Category, Grade G-6, UN Salary Scale
Type of Appointment	: Fixed term one year, with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: January 19, 2023

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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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:

IOM is implementing a comprehensive Protection Programme in the Republic of Moldova. The programme is designed with the aim of preventing and combating trafficking in human beings, protection of victims of trafficking and gender-based violence, child protection and disability inclusion components and other vulnerable categories, including strengthening the capacity of relevant government authorities and civil society in Moldova and work in Transnistria (TN) region. The Programme assistant is to participate in organization and development of activities within the P&P Programme to ensure the achievement of IOM objectives, to promote activities and to contribute by means of knowledge, experience and abilities to the strengthening of IOM professional capacity.

Under the supervision of the Protection Programme Coordinator the incumbent will be acting as Protection Programme Associate and will have the following duties and responsibilities in the framework of the Protection Programme projects implemented:

Core Functions / Responsibilities:

Contribute for the projects cycle implementation by:

- assisting in the development of concepts and proposals.
- assisting in projects' budget preparation and revisions in close coordination with Financial/Administrative colleagues.

- assisting in preparation of the relevant donor reports; preparing briefing notes for the events and activities of the projects;
 - assisting in project monitoring and evaluation.
1. Act a project focal point for the INL funded project “Renovation of the Center for Prevention and Combating Domestic and Gender Based Violence in Moldova” (December 2021-December 2023), being the liaison between project partners and IOM involved departments, prepare minutes, draft reporting bullet points, participate in ad-hoc meetings, monitor the work of the technical expert, which is overseeing the reconstruction work, coordinate the procedures with procurement department etc.
 2. Assist in work with partner-contractors under the projects:
 - Helping contractors (e.g. NGOs) in narrative and financial reports preparation and review, analyzing their proposals and concepts.
 3. Keep up to date Mimosa database entries, based on the referrals from IOM Missions, national counterparts, NGOs and other relevant agencies and participate in National Referral Mechanism (NRM) Database development.
 4. Analyze and provide statistical reports and narrative summaries, quarterly and upon request, based on information from CT MIMOSA database for project reports’ writing, elaboration of information materials, development of studies and research in the field;
 5. Assist in work with suppliers, like:
 - booking of spaces and catering for events,
 - searching for suppliers of promotion materials, experts or companies for production, research, specific services or other relevant suppliers.
 6. Assist in drafting and negotiating contracts with vendors, suppliers and other partners; for consultants, trainers, and other related actors within the P&P team activities in coordination with relevant staff and in consultation and coordination with Administrative Officer.
 7. Assist the Protection team in the organization and providing logistics of technical meetings with contractors, stakeholders, trainings, and events; collecting and where relevant storage of lists of required documentations including for contracts of consultants, invoices, hand-over acts, lists of participants of various events.
 8. Liaise with Protection Programme staff regarding procurement and service requests and requirements, to ensure timely implementation of program activities. Prepare purchase requisitions and payment requests to ensure timely implementation of program activities.
 9. Bring to the attention of the relevant Protection staff any administrative issues; provide day-to-day administrative and logistical support to Protection Department staff in the course of program implementation.
 10. Assist in proper filing and keeping of documents for the projects in electronic and hard format. Establish and maintain Protection program filing system.
 11. Assist in data collection and analysis
 12. Providing informal translation of documents from English into Romanian/Russian and vice versa;
 13. Suggest improvements to internal control and streamlining/efficiencies.
 14. Perform such other duties as may be assigned

Required Qualifications and Experience

Education:

- Bachelor's degree in Socio-Human Sciences, Law, Sociology, Psychology, Public Administration or related field with four years of relevant professional experience; or
- High School diploma with six years of relevant experience.

Experience:

- Theoretical and practical knowledge in the field of assistance for vulnerable population, namely:
 - to know the related legal and regulatory framework.
 - to know the spectrum of services (and the existing gaps) available to vulnerable population.
- Experience in drafting reports and briefing notes for officials in governmental institutions or intergovernmental organizations.
- Experience and knowledge of protection standards applicable to migrants and refugees.

Skills:

- Excellent communication and negotiation skills, personal commitment, efficiency and flexibility.
- Ability to work with minimal supervision and difficult conditions.
- Good knowledge of Word, Excel.

Languages:

Fluency in English, Romanian and Russian is required (oral and written). Working knowledge of Ukrainian is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.

Other

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

Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

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

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested applicants are invited to send the Personal History form and cover letter in English to: hrchisinau@iom.int

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **19 January 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

Only shortlisted candidates will be contacted.

Posting period:

Extended: 12.01.2023 to 19.01.2023