



IOM International Organization for Migration

## Vacancy Notice 2023-11 – extended deadline Open to Internal and External Candidates

Position Title	: <b>National Programme Officer (Immigration and Border Management)</b>
Duty Station	: <b>Chisinau, Moldova</b>
Classification	: <b>National Officer, Category Grade, NO-B, UN Salary Scale</b>
Type of Appointment	: <b>Fixed term one year, with possibility of extension</b>
Estimated Start Date	: <b>ASAP</b>
Closing Date	: <b>May 10, 2023</b>

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:**

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Under the overall supervision of the Chief of Mission (COM) in Moldova, and the direct supervision of the Head of Migration Governance Unit, the National Programme Officer - Immigration and Border Management is responsible for implementing IOM Moldova's immigration and border management programmes, with prioritization to the portfolio related to the humanitarian response as a result of Ukraine crisis, in close coordination with national authorities of Republic of Moldova and other stakeholders in the humanitarian and development assistance community.

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

1. Coordinate the overall planning and implementation of IBM projects including the oversight of technical, financial and budgeting aspects, expenditure planning, procurement, in accordance with IOM policies, practices and global standards, in collaboration with Mission's departments and in close coordination with Regional IBM RTS;

2. Monitor project implementation according to the work plan; document and evaluate results; identify the causes of deviations and bottlenecks and recommend and implement corrective actions;
3. Promote and contribute to the integration and mainstreaming of gender, protection, human rights and other pertinent cross-cutting issues into IBM programme implementation;
4. Develop monitoring, evaluation, and reporting tools. Contribute to information management including awareness raising and visibility, press releases, website updates and other relevant information-sharing materials;
5. Liaise and coordinate with the relevant government authorities and entities, UN Agencies, donors, civil society towards fostering appropriate working relationship and partnership for the implementation of IBM activities;
6. Support national border management and law enforcement agencies in adopting a strategic and programmatic approach for humanitarian/development cooperation and advocate for upholding international standards and principles;
7. Provide technical support and capacity building in the area of Immigration and Border Management to national officials and representatives of non-government organizations at the national, regional and local levels;
8. Identify new potential areas for project development and support the thematic and geographical expansion of IBM portfolio, in partnership with the UN agencies;
9. Supervise, train and guide the project staff;
10. Effectively monitor and evaluate the impact of IBM programme by constant analysis of the programme environment, and suggest timely readjustment of programme;
11. Coordinate the timely and accurate reporting in accordance to donor requirements, in collaboration with Project Development Unit and other IOM units, including through analysis of statistical information and coordinating the relevant research activities;
12. Draft sections of project proposals, forms and reports as well as tracking tools and interact with project partners to ensure the adequate implementation of project activities;
13. Plan, develop and organize seminars, workshops, trainings and study visits in coordination with national authorities within the project's framework, as required;
14. Undertake duty travels whenever needed;
15. Performing such other duties as may be assigned by the Chief of Mission.

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

#### **Education:**

- Completed university degree from an accredited academic institution preferably in Law, Political, Finance or Social Sciences, International Affairs with at least four years of relevant professional experience; or,
- Master's degree in the areas of Law, International Affairs, Management of Programmes with two years of relevant professional experience.

#### **Experience:**

- Experience in project implementation and management.
- Work experience related to areas of migration management, including border management, labour migration, counter-trafficking would constitute an added advantage.

- Experience in working with governmental institutions and non-governmental organizations.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

**Skills:**

- Understanding of the border management and integrated border management concept on the EU level.
- Knowledge of Moldovan and EU policy and legislation in the area of migration and border management.
- Knowledge of international human rights legislation, standards and practices in the migration context.

**Languages:**

Fluency in English, Romanian and Russian (oral and written).

***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.

**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.

***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

[https://civic.md/userfiles/attachments/14191/IOM\\_Personal\\_History\\_Form.xls](https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls) and cover letter in English to: [hrchisinau@iom.int](mailto: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 **10 May 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:***

From 01.05.2023 to 10.05.2023