



IOM International Organization for Migration

Special Vacancy Notice 2023-26 Open to Internal and External Candidates

Position Title	: National Project Officer Cash-Based Intervention
Duty Station	: Chisinau, Moldova
Classification	: National Officer Category, Grade No-A, UN Salary Scale
Type of Appointment	: Short term, nine months with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: November 01, 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:

Following the launch of military operations across Ukrainian territory on 24 February 2022, substantive flows and displacements across Ukraine and toward neighboring countries have been reported countries in the following days. As response to the Ukrainian crisis, IOM Chisinau has increased operational activities which requires additional administrative staff.

Under the overall supervision of the Emergency Coordinator and direct supervision of the Programme Officer (Housing & NFI), the successful candidate will be responsible in the implementation of IOM CBI programmes including administrative works and field operation along with the coordination and reporting of the IOM Moldova Housing/CBI Projects.

Core Functions / Responsibilities:

1. Lead the implementation and operation of Multi-Purpose Cash Assistance (MPCA) and voucher distribution activities in Moldova including the Transnistria region.
2. Technically supervise IOM CBI staff including consultants and Implementing partners to implement cash activities effectively.
3. Contribute to the design of and implement Cash activities and objectives, in close coordination with the Programme Managers housing/CBI; provide technical support to other units in implementing cash-based interventions (CBI) in their sectors, livelihood, Shelter, Protection etc, and where appropriate.

4. In close coordination with Procurement Unit, act as a focal point for the procurement and contracting of Financial Platform/Service Providers, as and where appropriate, facilitating the harmonization of actors across operational units of IOM.
5. Provide technical capacity building to field staff in order to facilitate outcome/impact-focused programmes and accountability to beneficiaries in line with IOM and donor policies.
6. Participate in the strengthening and maintenance of an up-to-date central and systematic information management system (RedRose and Kobo) whereby relevant project information, data, and lessons are accessible for use as required.
7. Act as a focal point with the contracted financial service providers (RedRose) to facilitate effective and timely service delivery.
8. Assist in ensuring Monitoring and Evaluation (M&E) activities respond to the technical needs of CBIs and promote continues learning and post-distribution monitoring activities in close coordination with the M&E team.
9. Assist the programme manager housing/CBI to drafting relevant project reports, budgets, and proposals in coordination with the CBI sector working group.
10. Attend relevant coordination meetings and prepare minutes and share them with programme manager.
11. Oversee the distribution of cash assistance, ensuring transparency, accuracy, and compliance with standards.
12. Stay informed about best practices, trends, and innovations in cash assistance and humanitarian response in Moldova.
13. Ensure proper documentation of program activities, including progress reports, financial records, and beneficiary data.
14. Design program frameworks, monthly budgets, and work plans for cash-based interventions, devise control measures for data protection.
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education:

- Bachelor's degree in Economics, Social Sciences, Political Science or a related field from an accredited academic institution with two years of relevant professional experience; or,
- Master's degree in the above-mentioned fields.

Experience:

- Experience in cash programming in humanitarian contexts, preferably across multiple sectors, including experience in emergency and conflict environments;
- Experience in working with migrants, refugees, internally displaced persons and other vulnerable groups;
- Experience liaising with other national/international institutions, the UN, and NGOs;
- Strong experience in cash programming in a humanitarian context, preferably across multiple sectors, including experience in emergency related;
- Experience in identifying and developing local partnerships, including with the private sector;

- Prior work experience with international humanitarian organizations, nongovernment or government institutions or organization in a multi-cultural setting is an advantage.

Skills:

- Demonstrated understanding of the Coordination Architecture in the Cluster Approach;
- Ability to effectively represent IOM and its interests to key stakeholders;
- Demonstrated flexibility and creativity in planning and problem-solving;
- Ability to work effectively with an ethnically diverse team in a sensitive environment;
- Knowledge of Sphere standards and other training in humanitarian response is preferred;
- Attention to detail and ability to work in an organized manner;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Demonstrated interpersonal skills and strong communication skills;
- Knowledge of Sphere standards and other training in humanitarian response preferred;
- Reliable, able to work under pressure, good organizational skills, and drive for results;
- Proficient in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.

Languages:

Fluency in English, Russian, Romanian is required (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 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.

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 the country 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, 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 and cover letter in English to: harchisinau@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 **01 November 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 18.10.2023 to 01.11.2023