



IOM International Organization for Migration

## Vacancy Notice 2023-25 Open to Internal and External Candidates

Position Title	: <b>Reporting Officer</b>
Duty Station	: <b>Chisinau, Moldova</b>
Classification	: <b>National Officer Category, Grade NO-A, 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>June 27, 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:**

Under the overall supervision of the Chief of Mission and the direct supervision of the Programme Support Unit Coordinator, and in close coordination with senior management, resources management and programme managers, the successful candidate will support in data review and analysis, conducting research, writing analysis findings reports on regular basis as well as donor reports and updates, and supporting in the coordination and liaison with internal and external stakeholders such as United Nations (UN) agencies, humanitarian clusters and donors. The incumbent will be responsible for:

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

1. Support in the production of the Mission's reporting obligations and impact materials including donor reports, flash reports, presentations, and other materials.
2. Contribute to regular and timely donor reporting, including coordinating inputs from programme managers, and maintaining a cohesive tracking system.
3. Conceptualize relevant infographics, graphs, maps and tables to be included in internal and external reports and updates.
4. Draft documents, reports and presentations to be used by senior management in meetings, briefings and other activities, as well as prepare talking points on IOM emergency response operations, IOM presence and activities in Moldova.

5. Track and answer to information / data requests from the International Organization for Migration (IOM) (Headquarters (HQ) and other Country Offices (CO)) and external staff (UN agencies), clusters etc.) in coordination with the Programme Managers.
6. Contribute to developing and maintaining strong and regular liaison with the Mission's partners, such as UN agencies, humanitarian clusters, donors, and any other concerned agencies and working groups.
7. Contribute, when necessary to project development and to the drafting of concept notes and other proposals.
8. Participate in workshops, trainings, seminars and other meetings as requested by the Programme Support Unit Coordinator.
9. Perform such other duties as may be assigned.

### ***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:**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### **Skills:**

- Solid drafting skills and experience in the drafting of strategic documents;
- Ability to consolidate information from multiple sources;
- Strong organizational and editorial skills;
- Practical experience of how to multi-task, prioritize, and work independently.

#### **Languages:**

For this position, fluency in English and 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 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 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](https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls) and cover letter in English to: [harchisinau@iom.int](mailto: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 **27 June 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 13.06.2023 to 27.06.2023