



IOM International Organization for Migration

## **Vacancy Notice 2023-31 (extended) Open to Internal and External Candidates**

Position Title	: <b>Senior Programme Specialist – Community Engagement and Policing (CEP)</b>
Duty Station	: <b>Chisinau, Moldova</b>
Classification	: <b>General Staff Category, Grade G-7, 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>September 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:***

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 themselves.

Under the overall supervision of the IOM Chief of Mission (COM) and the Programme Coordinator, Migration Governance and under the direct supervision of the National Programme Officer - Immigration and Border Management, the Senior Programme Specialist for Community Engagement and Policing will lead the implementation of IOM Moldova's programmatic activities related to provision of CEP assistance in collaboration with relevant national authorities.

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

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

1. Lead the implementation of programmatic initiatives related to provision of CEP assistance to national authorities including but not limited to know-how and best practices adoption, introduction of policy and SOPs, delivery of specialised equipment and new technologies, training initiatives and capacity building.

2. Coordinate the implementation of CEP programme activities in a context of national leadership and ownership of the technical process.
3. Coordinate with national authorities and local authorities for the programmatic identification of technical needs in the areas of Community Engagement and Policing, civil protection and other areas covered by IOM mandate and programming and propose related remedial actions accordingly.
4. Plan, prepare and deliver the technical component of CEP trainings and presentations in collaboration with other IOM specialists and IOM units.
5. Coordinate the development of relevant specifications, documentation and requirements for the provision of CEP assistance to national authorities, with due consideration to human rights and gender balance policies.
6. Coordinate the implementation of community perception surveys and the related data analysis, as well as coordinate community engagements and interactions including the establishment of forums and dialogue formats as agreed with national authorities, according to the IOM policy.
7. Coordinate with peers in relevant non-governmental entities (NGOs), international organizations as well as other relevant actors, regularly follow up with other related units as required for the progress of the project activities.
8. Monitor budget expenditures; verify availability of funds and maintain a proper record of approved project budgets and their revision.
9. Coordinate and monitor the timely and accurate reporting in accordance to donor requirements on technical assistance to national authorities, including through analysis of statistical information and coordinating the relevant research activities.
10. Research and draft project proposals, project implementation plans, procurement plans and log frames.
11. Identify gaps and propose mitigation measures and remedial actions related to the programming and implementation of activities, whenever required.
12. Conduct field missions of relevance for the implementations of key project activities and undertake duty travel when necessary.
13. Monitor and provide update to the programmatic supervisors on the progress and, where relevant, additional needs in relation to the project implementation and follow up activities.
14. Provide informal translation of relevant documents from or into English language, provide occasional translation services in meetings.
15. Coordinate the preparation of correspondence, briefing notes, presentations, narrative reports, tracking tools; ensure status reports are prepared and submitted in a timely manner; ensure donor visibility in accordance with the specific requirements.
16. Monitor the proper documentation and filing of the project's administrative and financial documents as well as of data collection forms, follow up with implementing partners on financial tracking, information management and reporting.
17. Draft notes for files (NFFs) for technical activities and meetings.
18. Perform other such duties as may be assigned.

**Education:**

- School diploma with seven years of relevant experience; or,
- 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 five years of relevant professional experience.

**Experience:**

- Experience in law enforcement, community policing, project implementation and management.
- Experience in working/liasing with governmental authorities, national/international and local institutions, United Nations agencies, civil society and non-governmental organizations.
- Work experience related to areas of policing, migration management, including border management, counter-trafficking is an advantage.

**Skills:**

- Understanding of the community engagements and policing, law enforcement, rule of law and criminal justice concepts.
- Knowledge of Moldovan and EU policy and legislation in the area of policing and migration management.
- Knowledge of international human rights legislation, standards and practices in the policing context.

**Languages:**

For this position, fluency in English and Romanian is required (oral and written). Working knowledge of Russian 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 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 **10 September 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 14.08.2023 to 10.09.2023