

VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **National Programme Officer – LMI (1 Position).**
Reference No : **VN/UG/003/2024**
Duty Station : **Kampala, Uganda**
Classification : **National Officer**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **As soon as possible**
Closing Date : **8th April 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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. 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

Background and Context:

The Labour Mobility and Social Inclusion is responsible for providing policy, regulatory, and operational guidance in matters related to labour and human mobility facilitation, integration and social cohesion, and migration as an enabler of sustainable development in line with the 2030 Agenda for Sustainable Development. It is also the custodian of the IOM Institutional Strategy on Migration and Sustainable Development. It also supports the implementation of programmes to help create an environment in which migrants can support their societies and develop their individual and collective potential in order to contribute to sustainable development and poverty reduction for the benefit of migrants, their families and communities, and of the countries of origin and destination.

Under the overall supervision of the IOM Uganda Chief of Mission; direct supervision of the Head of Programmes and Policy Development; in close collaboration with the Senior Regional Specialist, Labour Mobility and Human Development and his team at RO Nairobi; and with relevant units at IOM Uganda, the successful candidate will be responsible for assisting in the implementation of the regional project in Uganda by managing the following functions.

Core Functions / Responsibilities:

1. In consultation with the Head of Programmes and Policy Development, coordinate the implementation and monitoring of the Labour Mobility and Regional Integration for Safe, Orderly and Human Labour Migration in East and Horn of Africa: Better Regional Migration Management Phase II in Uganda.

2. Manage projects' implementation in a timely manner, overseeing its financial, administrative and technical aspects, in line with policies and procedures, as well as donor requirements through maintaining a sound monitoring, evaluation and learning framework to enable continuous improvement.
3. In coordination with the Head of Programmes and Policy Development, Resource Management Unit (RMU) and the Programme Support and Coordination Unit (PCSU), conduct a periodic review of progress of the various project's expenditure pattern, reporting, and recommend the necessary initiatives to maintain consistency with the implementation plan.
4. Supervise the LMI staff assigned to the project, follow-up consultants, monitor and coordinate the activities of Implementing Partners and service providers recruited to support and/or undertake specific project activities.
5. Establish and maintain liaison and strong working relations with the LMI RO team, Government entities, UN agencies and other Implementing Partners and stakeholders, including the private sector aimed to avoid duplication and further strengthen the projects of the LMI Unit.
6. Undertake analysis and prepare regular progresses and other reports, ensure proper information exchange on all operational aspects of the project between IOM Uganda, RO colleagues and other partners and stakeholders.
7. Identify and manage the implementation of the complementary activities to enhance the impact of the LMI Unit's overall interventions.
8. In coordination with the Head of Programmes and Policy Development, RMU and Procurement/Logistics unit, oversee the project-related procurement efforts for supplies and services ensuring that the processes are transparent and in line with IOM and donor's regulations.
9. Contribute and proactively provide substantive support towards the identification and development of new project opportunities in the country in relation to expressed governmental needs, and donors' priorities and in line with IOM's mandate and strategy for Labour Migration and Social Inclusion.
10. Participate at the relevant seminars and meetings, as well as other events aimed at promoting IOM Uganda's work in safe, regular and orderly labour migration.
11. In collaboration with the Head of Programme and Policy Development and M&E officer, ensure proper and timely monitoring of the project activities as required.
12. Contribute in advocacy, capacity building, knowledge management and visibility by identifying common strategies for communicating with the public, media, and policy makers, including for the marketing and advocacy of appeals to donors; and support in timely resource mobilization for successful implementation of Labour Migration and Social inclusion projects.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed Master's degree in Development Studies, Social Sciences, International Relations or a related field from an accredited academic institution;
- Bachelor's degree in the above mentioned fields with two years relevant professional experience.

Experience

- Field experience in Labour Migration and Social Inclusion
- Experience in project management, team building, stakeholder advocacy and engagement, capacity building and working with the private sector, government, civil society and international organizations
- Experience and good record in liaising, partnership and engagement with government institutions and donors in the region
- Experience of multi-tasking skills as well ability to manage competing priorities under pressure and meet deadlines
- Experience in the development and implementation of capacity-building activities
- Experience in UN coordination mechanisms.

Skills

- High level of critical and analytical skills in budget preparation, monitoring and implementation.
- Computer literacy, including proficiency in MS Office programmes, social media, and knowledge of SharePoint or other collaboration and knowledge management platforms is an advantage.
- Knowledge of financial management systems and any ERP is an advantage.
- Detailed knowledge of the Labour Migration and Social Inclusion portfolio.
- In-depth conceptualization, analytical and writing skills.
- In-depth communication, organizational and interpersonal skills

Languages

- For all applicants, fluency in English is required (oral and written).
- IOM's official languages such as French, and Spanish is an added advantage.

Required Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral 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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioral 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.

How to apply:

For an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to hruganda@iom.int no later than **08th April 2024** Reference Number and Position Title (**VN/UG/003/2024 – National Programme Officer – LMI**) should be specified in the SUBJECT field.

Required: After sending your application through hruganda@iom.int. **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using the link: - [Pre-Screening Form](#).

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

Posting period: From 26th March 2024- 08th April 2024