



International Organization for Migration (IOM)  
The UN Migration Agency

## **SPECIAL VACANCY NOTICE SVN-2024-080GT**

### **Open to Internal and External Candidates**

Position Title : **Project Coordinator (Employer and Government Engagement)**  
Duty Station : **Guatemala City, Guatemala**  
Classification : **G6 (1 position)**  
Type of Appointment : **Special Short Term, 6 months with the possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **17 April 2024**  
Reference code : **SVN-2024-080GT**

*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. Applications from qualified female candidates are especially encouraged.  
For the purpose of the vacancy **internal candidates** are considered as First-Tier candidates:

### **Organizational Context and Scope**

The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading UN Migration Agency, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and uphold the human dignity and well-being of migrants.

The Roots project, implemented by IOM with the funding of USAID directly supports the objectives of the Government of Guatemala and the United States to promote synergies between labour migration and development, and to promote legal avenues of labour migration as an alternative to irregular migration. Moreover, this programme aims to facilitate the development of policies and programmes that are in the interest of migrants and society, providing effective protection and assistance to labour migrants and their families.

Under the overall supervision of the Deputy Chief of Party/Labour Migration Expert, and the direct supervision of the National Project Officer (Demand Supply), the successful candidate will be responsible for coordination and smooth implementation of all Roots project activities

related to liaison, coordination and implementation of Labour Migration (LM) in Guatemala, under project pillars 1,2 and 3.

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

- The incumbent will be responsible for the following:
- Assist in the planning, coordination, implementation and monitoring of project activities.
- Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
- Monitor budget implementation and propose adjustments as necessary.
- Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
- Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
- Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
- Respond to complex information requests and inquiries; set up and maintain files/records.
- Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
- Monitor work of implementing partners and report any non-compliance to the supervisor.
- Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
- Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
- Perform other related duties as assigned.

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

#### **Education**

- High school diploma with six years of professional experience;
- University degree in Political or Social Sciences, Development Studies, Human Rights, International Relations or Law, or other related field from an accredited academic institution with four years of relevant professional experience;

#### **Experience**

- Experience in project and activity coordination;
- Experience in working with different stakeholders;
- Knowledge of Spanish and European Union migratory context and national and regional labour migration policies;
- Excellent capacities in writing in English and Spanish;
- Experience in the field of labour migration, government liaison or migrant protection is an important asset.

#### **Skills**

- Excellent organizational and coordination skills.
- Demonstrated ability to work under time pressure and deliver work of outstanding ability.
- Meticulous and very attentive to detail.

## **Languages**

### **Required**

Fluency in Spanish (oral and written), Working knowledge of English (oral and written).

### ***Required Competencies***

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

Values - all IOM staff members must abide by and demonstrate these three 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.
- Resource Mobilization: Establishes realistic resource requirements to meet IOM needs

### **Core Competencies**

- 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**

- 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 & 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.

### ***How to apply:***

Internal and External Candidates:

To apply for this position please send the following documents in one email to the following address: [recruitment-gt@iom.int](mailto:recruitment-gt@iom.int)

1. External candidates: Curriculum vitae (only PDF format accepted)
2. Internal Candidates: Personal History Form (PHF) generado desde PRISM Applets
3. Internal and External Candidates: Motivation letter (only PDF format accepted).
4. Internal candidates **MUST** submit the application from their institutional email;
5. Email title **MUST** contain only the position reference code: **SVN-2024-080GT**
6. The attachment must not be larger than 2MB.

Only shortlisted candidates will be contacted.

Deadline to apply for this vacancy is **17 April 2024**.

### **Important notes:**

- Only applications that comply with the required profile Will be considered.
- Applications received after the deadline will not be considered.
- This vacancy is only opened to Guatemalan citizens or foreign citizens who are legally authorized to work in the country.
- Failure to comply with the instructions in this publication will immediately disqualify the application.
- Only shortlisted candidates will be contacted;

More information about the UN salary scale: [UN - Salary Scale](#)

**Posting period: From 03.04.2024 to 17.04.2024**