



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice

Open to Internal and External Candidates

1 position

Position Title : **Project Associate,
Compliance and Trainings**
Duty Station : **San Salvador, El Salvador**
Classification : **General Service Staff, Grade G7**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **As soon as possible**
Closing Date : **November 30, 2022**
Reference Code : **VN2022/050 SV**

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.

Context:

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations Units in various IOM Country Offices, coordinated under the Division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters (HQ), are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

IOM provides a range of movement services and support to various programs, including the U.S. Refugee Admissions Program (USRAP). This includes, but is not limited to case processing, migration health assessments, cultural orientation training, organized transportation and arrival, and the administration of a travel loan and collections program. In order to continue to maintain and strengthen the integrity of the Movements Operations team, IOM (in coordination with donors) is implementing the RMM Integrity Guidelines across all movement activities, and the USRAP Program Integrity Guidelines for all USRAP activities. The Project Associate (Compliance and

Trainings) will provide compliance-related support for movement operations activities in Latin America and the Caribbean and will have an important role in assisting IOM Country Offices in the Region to develop compliance with, implement, and measure various elements of the RMM and USRAP Program Integrity Guidelines.

Under the general supervision of the Chief of Mission in San Salvador, El Salvador, the direct supervision of the Head of Operations, Latin America and the Caribbean, and in close coordination with the USRAP Oversight Officer, the Project Associate (Compliance and Trainings), has the following duties and responsibilities:

Core Functions / Responsibilities:

1. Supervise daily compliance activities in the Movement Operations Unit, including activities related to project monitoring and evaluation, training, project reporting, project support, and fraud and malfeasance prevention. Provide administrative and technical guidance to the compliance team in the region, distribute duties and ensure the accurate execution of compliance and training activities.
2. Supervise training activities within the Movement Operations Unit. Identify training needs and professional development opportunities for the Movement Operations staff, organize training plans, facilitate trainings and report on training activities to the Training Coordinator, HR Business Partner and Staff Learning and Development (SDL) at HQ on trainings held. Advise on improvements to the training curriculum and contribute to the development of new training packages.
3. Oversee the planning of monitoring and evaluation activities for the Movement Operations Unit in coordination with RMM and the USRAP Oversight Officer, including planning remote or in-person monitoring visits, administering surveys, interview protocols, focus groups, drafting relevant documents and preparing relevant information and reports for the Head of Operations, RMM leadership, and the USRAP Oversight Officer.
4. As required, draft and update internal Standard Operating Procedures (SOPs), prepare reports, presentations and briefings related to Movement Operations Activities in the region.
5. Maintain and ensure the confidentiality and integrity of all Movement Operations activities through the development of control procedures and plans in alignment with the RMM and USRAP Program Integrity Guidelines, and other relevant IOM instructions. Alert the Head of Operations of any non-compliance by staff members and support the management in addressing any compliance violations.
6. Promote awareness and increase staff knowledge about confidentiality and integrity in all Movement Operations activities, in compliance with the IOM standards of conduct, data protection principles, and RMM and USRAP Program Integrity Guidelines.
7. Regularly monitor the current procedures and the quality of internal controls, based on the IOM standards, the RMM and USRAP Program Integrity Guidelines and donor requirements. Advise the management on improvements to the Movement Operations SOPs and other internal guidance.
8. Monitor the designated complaints and feedback mechanisms such as beneficiary satisfaction surveys, post-arrival surveys, fraud and suggestion boxes, and others as needed. Support the Head of Operations in handling fraud reports following the established IOM and USRAP procedures for responding to fraud allegations. Provide regular reports to the management on relevant fraud statistics and trends.

9. Assess the appropriate implementation of the IOM standards of conduct and RMM and USRAP Program Integrity Guidelines with external stakeholders. Ensure that external partners and contractors are fully trained on Fraud Prevention, PSEA and Program Integrity matters. Develop training material, conduct briefing sessions, and disseminate the relevant instructions, as needed.
10. Demonstrate an in-depth understanding of relevant Movement Operations SOPs and Movements-related systems and databases (including iGATOR, MiMOSA, SAR and Amadeus), as well as the ability to remain professional, impartial and unbiased during all interactions with migrants and colleagues per the IOM Code of Conduct and instruction on the prevention of sexual exploitation and abuse (PSEA).
11. Undertake duty travel as needed, to conduct activities related to monitoring and evaluation, training, and project support.
12. Perform other relevant duties as assigned.

Required Qualifications and Experience

Education and Experience

- University degree in Statistics, Business Administration/Management, Economics, or a related field from an accredited institution with five years of work experience, or
- Completed secondary education (High School) with seven years of relevant working experience.

Skills

- Thorough knowledge of English and Spanish;
- Strong interpersonal and communication skills;
- Attention to detail and ability to organize;
- Self-motivated, objective driven and able to use own initiative and work with minimum supervision;
- Excellent computer skills and proficiency in spreadsheet and database applications.

Languages

Fluency in **Spanish and English (oral and written)**

Required Competencies

The successful candidate 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: maintains 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.

HOW TO APPLY:

Interested internal candidates are invited to submit their applications by completing and sending the Internal Application Form (form attached), a letter of interest, and a CV to the following e-mail address: iomsalhr@iom.int by **November 30 ,2022** at the latest, referring to this advertisement.

External Candidates that comply with the profile will need to send the Resume and a letter of interest to iomsalhr@iom.int by **November 30,2022** at the latest, referring to this advertisement.

IMPORTANT:

- The motivation/cover letter should be a maximum of 1 page long and in English. It should state the position(s) you are applying for
- The CV should be a maximum of 2 pages long and in English.

KEEP IN MIND:

- Only the applications that comply with the required profile will be taken into consideration.
- Those applications received after the due date or the ones that don’t include the name of the position, will not be considered.

- This vacancy is open for local staff or international staff with legal permit to work in the Country.
- The attachment shouldn't weight over 2 MB.