



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2024-070GT
Open to Internal and External Candidates

Position Title : **National Project Officer (GMS)**
Duty Station : **GUATEMALA CITY, GUATEMALA**
Classification : **NO-A (1 position)**
Type of Appointment : **Special Short Term, 6 months with the possibility of an extension**
Estimated Start Date : **As soon as possible**
Closing Date : **April 5, 2024**
Reference code : **SVN-2024-070GT**

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, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope

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 and the direct supervision of the Knowledge and Information Management Officer, the successful candidate will be responsible for the implementation of all Grants Management System (GMS) related activities under the Roots project, including the specific tasks below.

Core Functions / Responsibilities:

- Assist in the coordination and monitoring of the operational, administrative and financial aspects of the GMS activities in accordance with IOM policies and practices as well as donor's requirements.
- Keep the supervisor informed on the status of the GMS activities; identify gaps and suggest actions to improve implementation.
- Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures.
- Coordinate the collection, verification and analysis of data and background information; update information management systems and other platforms on related activities including awareness and visibility, summaries, press releases and other relevant materials.
- Coordinate timely preparation and dissemination of GMS and other project reports in accordance with IOM procedures and donor requirements.
- Contribute to the planning, development, organization and delivery of capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities.
- Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums
- Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents
- Supervise and provide training and technical guidance to project staff.
- Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
- Perform other related duties as required.

Required Qualifications and Experience

Education

- Master's degree in political science, social science, international relations or humanitarian aid and development or related field, or.
- Bachelor's degree in the above fields with minimum two years professional experience in in the humanitarian and/or development sector.

Experience

- Experience in developing projects for the benefit of vulnerable populations.
- Knowledge of monitoring and evaluation methodologies.
- Knowledge about gender equality and specialized attention to meet the needs of women, girls, young people and indigenous populations will be an advantage.
- Experience working with civil society organizations and/or partners from the international community will be an advantage.

Skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher) required.
- Strong verbal and written communication skills.
- Knowledge of monitoring and evaluation models and tools.
- Project development skills, including needs assessment, development of intervention strategies, structuring logical frameworks, narrative descriptions, and budgets.

Languages

Required

Fluency in Spanish and English (oral and written) is required.

Desirable

Knowledge of other local languages is an advantage

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.
- 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 – 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 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:

To formally apply as a mandatory application method (Internal and External Candidates), send to the following email address: recruitment-gt@iom.int, and attach the following documents.

1. Curriculum Vitae
2. A letter of interest
3. **For internal candidates, submit your application from your institutional email; it is important to attach the Internal Application Form.**

Email title must include:

1. Position Reference Code: **SVN-2024-070GT**

The attachment must not be larger than 2MB.

Only shortlisted candidates will be contacted. Deadline to apply for this vacancy is April 05,2024.

To consider the candidacy valid, OIM only accepts documentation that meets the required and complete profile. Those applications received at a later date or that do not specify the name of the position will not be considered.

If you want to know more information about salary scale, visit the site: [UN - Salary Scale](#)

Posting period: From 22.03.2024 to 05.04.2024