



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2024-073GT
Open to Internal and External Candidates

Position Title : **National Project Officer (Labour mobility, Demand and Supply)**
Duty Station : **GUATEMALA CITY, GUATEMALA**
Classification : **NO-B (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 10, 2024**
Reference code : **SVN-2024-073GT**

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 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 Chief of Mission and Chief of Party in Guatemala as well as the direct supervision of the Deputy Chief of Party; and, in collaboration with relevant units at IOM in Guatemala, the Regional Office and Labour Mobility specialists in destination countries and Headquarters, the successful candidate will be responsible and accountable for managing the activities related to strengthening demand and supply of labour mobility in Guatemala which include but are not be limited to:

Core Functions / Responsibilities:

- Build/expand skills, knowledge, and capacity on labour migration topics of relevant colleagues at IOM Guatemala.
- Build/expand skills, knowledge, and capacity on labour migration topics of stakeholders in Guatemala.
- Increase training opportunities for all stakeholders in Guatemala.
- Be responsible for coordination and oversight of the development and implementation communication and awareness campaigns to promote safe labour migration opportunities and to inform communities about risks of irregular migration.
- Contribute to strengthen the capacity of stakeholders in Guatemala to prepare, support, recruit, and protect Guatemalan migrant workers.
- Strengthen the labour mobility interventions with private recruiters.
- Support coordination of engagement and collaboration with LMI colleagues and stakeholders in Guatemala and destination countries to ensure efficient implementation of programme activities related to:
 - Employer outreach
 - Government engagement support in destination countries and Guatemalan Embassies and Consulates abroad
 - Migrant worker counselling and support
- Referral mechanism coordination and support and stakeholder (CSOs, private sector and gov. central and local authorities) collaboration for improved worker-employer experience:
 - Stakeholder compliance including employer/recruiter vetting.
 - Engagement with private recruiters
 - Migrant worker information and orientation activities (CIOP)
 - Stakeholder outreach, awareness, and training
 - Intraregional stakeholder collaboration
 - Language and vocational training
 - Deployment processing, logistics and travel coordination
- Responsible for coordination of activities related to facilitation of the participation of key stakeholders (Government entities, civil society, and others) in workshops, conferences and job fairs with private sectors and recruitment companies.

- Keep the supervisor regularly informed on the status of activities implementation, communicate any challenges and bottlenecks, identify gaps and suggest actions to improve implementation.
- Coordinate timely preparation and dissemination of project, briefs, and reports in accordance with IOM procedures and donor requirements.
- Support the programme management and be directly responsible for coordination and implementation of programme activities within the area of responsibility.
- Support the programme management with efficient implementation of the programme by providing timely response, inputs, coordination, and collaboration with other programme pillars.
- Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
- Any other related duties as required.

Required Qualifications and Experience

Education

- 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 four years of relevant professional experience.
- Master's degree in the above-mentioned fields with two years of relevant professional experience.

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in project coordination management, and implementation.
- Experience working with the private sector.

Skills

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

Languages

Required

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

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-2024-073GT**

The attachment must not be larger than 2MB.

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

10,2024.

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 27.03.2024 to 10.04.2024