



VN 2023-09

Open to Internal and External Candidates

Position Title : **EU Policy and Programme Officer**
Duty Station : **Brussels, Belgium (Regional Office)**
Classification : **National Officer, Grade NO-A**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **29 March 2023**

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

The Policy and Programme Support Division (PPSD) supports the policy and liaison role the IOM Regional Office in Brussels (RO Brussels) as well as programme and resource mobilization. The PPCS supports RO Brussels' liaison with international, government, and non-governmental partners and contributes to regular national and regional policy dialogue and policy development in the European Economic Area (EEA). PPCS also coordinates policy, liaison and advocacy work with the European Institutions and EU Member States and provides technical programming support and guidance to the Country Offices in the EEA and also on EU funded programs for IOM Country Offices worldwide.

Within the PPCS, the Global Programme Support Unit provides policy liaison with EU Institutions and technical programming support and advice to Country Offices outside Europe on EU funded programs. It advises Country Offices on EU priorities, and regional synergies in the field of migration.

Under the direct supervision of the Regional Programme Development Officer/Head of the Global Programme Support Unit, the successful candidate will be responsible for providing policy and programming support related to one or more geographic regions, providing technical assistance and compliance review, and supporting knowledge management and resource mobilisation work.

Core Functions / Responsibilities

1. Actively participate in monitoring and analysing EU external policies in the area of migration, EU programming documents and funding opportunities, with a view to supporting the programming of IOM actions in the respective geographic regions.
2. Maintain close contacts with EU institutions on EU external policy priorities, funding opportunities, project development, and implementation issues.
3. Attend IOM meetings and discussions with EU institutions, EU Member States and other partner organizations, as required.
4. Prepare briefing materials for high-level meetings, contribute to the development of IOM policy documents, and resource mobilization plans.
5. Provide technical assistance to IOM Country Offices to ensure compliance review with EU procedural, visibility and reporting requirements during project development and project implementation.
6. Support the roll out and application of the Strategic Results Framework (SRF), knowledge management on IOM actions and the development of resource mobilisation tools.
7. Organise and provide trainings for assigned area of focus to IOM Country Offices related to EU policy and funding opportunities as required.
8. Undertake duty travel as required.
9. Perform other relevant duties as required.

Required Qualifications and Experience

Education

Master's degree in Political or Social Science, International Studies or another relevant field;

or

Bachelor's degree in the above fields with two years of relevant professional experience in an international environment.

Experience

- Minimum 2 years of relevant working experience in an international environment;
- Proven experience and knowledge of building and maintaining relationships with external partners; and,
- Proven experience in project development and implementation, working with EU contractual requirements, procedures and rules relevant to the development and implementation of EU-funded projects is required.

Skills

- Excellent knowledge of migration issues, EU migration policies, financial instruments, EU institutions and decision-making mechanisms is required.

- Excellent written and oral communication skills, including the ability to identify and express clearly key messages, adapting style to the intended audience.
- Correctly frames migration issues within their regional, global, and political context.
- Effectively interacts with government officials of appropriate level on matters related to substantive migration issues and the work of IOM.
- Correctly interacts with and advises on interfacing with senior level stakeholders as appropriate;
- Develops effective partnerships with prospective donors and other stakeholders.
- Establishes and maintains effective working relationships with implementing partners.
- Actively contributes to an effective, collegial, and agreeable team environment.
- Able to coordinate work with peers.

Languages

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

Working knowledge of Spanish is desirable.

Required 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.
- 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.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

How to apply

Interested candidates are invited to submit their applications to IOMBrusselsApplications@iom.int by **29 March 2023 23:59** (Brussels time), referring to this advertisement in the subject line (*VN 2023-09 EU Policy and Programme Officer NOA*) and including the following documents:

- a) CV or Personal History Form
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

In order for an application to be considered valid, IOM only accepts applications duly completed.

IOM reserves the right to contact shortlisted candidates only.

Posting period

From 15.03.2023 to 29.03.2023



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

VN 2023-09 EU Policy and Programme Officer NOA, RO Brussels

Education

Tick as appropriate depending on what you have:

Master's degree in Political or Social Science, International Studies or another relevant field; yes no

Bachelor's degree in the above fields with two years of relevant professional experience in an international environment yes no

Language

English (fluency, oral and written) yes no

French (fluency, oral and written) yes no

Experience and skills

Proven experience and knowledge of building and maintaining relationships with external partners yes no

Proven experience in project development and implementation, working with EU contractual requirements, procedures and rules relevant to the development and implementation of EU-funded projects yes no

Excellent knowledge of migration issues, EU migration policies, financial instruments, EU institutions and decision-making mechanisms yes no

Other

Are you currently holding a valid residence and work permit for Belgium? (EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate) yes no

Date:

Name:

Signature: