



VN 2023-10

Open to Internal and External Candidates

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

Closing Date : **3 April 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 Missions worldwide.

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

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

Core Functions / Responsibilities

1. Lead the monitoring, research and analysis of EU external policies in the area of migration, EU programming documents and funding opportunities, and provide guidance to the programming of IOM actions in non-EU countries.
2. Liaise with the EU institutions on EU external policy priorities, funding opportunities, project development and implementation issues.
3. Represent IOM in meetings with EU institutions, EU Member States and other partner organizations, as required.
4. Coordinate the preparation of briefing material for high-level meetings, development of IOM policy documents, resource mobilization.
5. Guide and supervise the provision of technical assistance to IOM offices to ensure compliance with EU procedural, visibility and reporting requirements during both project development and project implementation.
6. Lead and supervise knowledge management on IOM actions, and the development of resource mobilisation tools, overseeing maintenance of project tracking databases, and analysis of general EU NDICI -GE financing trends.
7. As relevant for the assigned area of focus, coordinate and provide training for IOM Country Offices related to EU policy and funding opportunities, as required.
8. Gather donor information, strengthen data collection, and resource mobilisation on states' bilateral funds, private funding sources and philanthropies, multilateral banks, and financing institutions.
9. Develop proposals for outreach to multilateral banks and financing institutions.
10. Undertake duty travel as required.
11. 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 with five years of relevant experience;

or

Bachelor degree in the above fields with seven years of relevant professional experience;

Experience

- Minimum 2 years of relevant working experience in an international environment;
- Excellent knowledge of migration issues, EU migration policies, financial instruments, EU institutions and decision-making mechanisms is required;

- Demonstrated experience and knowledge of building and maintaining relationships with partners, donor liaison and resource mobilisation is required;
- Demonstrated 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;
- Experience and knowledge of blended and innovative financing and working with states, financing institutions and the private sector are considered an advantage.

Skills

- 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;
- Able to plan, delegate and implement operational monitoring of direct reports.

Languages

Required: External applicants for all positions in the Professional category are required to be proficient in English and French.

For all applicants, fluency in English and French is required (oral and written).

Desirable: Working knowledge of Spanish is an advantage.

Required Competencies

VALUES - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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 actions 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.

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 **3 April 2023 23:59** (Brussels time), referring to this advertisement in the subject line (*VN 2023-10 Senior EU Policy and Programme Officer NOC*) 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 20.03.2023 to 03.04.2023



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

VN 2023-10 Senior EU Policy and Programme Officer NOC, RO Brussels

Education

Tick as appropriate depending on what you have:

Master's degree in Political, Science, Social Science, International Studies
or another relevant field with five years of relevant experience yes no

Bachelor's degree in the above fields with seven years of relevant
professional experience yes no

Language

English (fluency, oral and written) yes no

French (fluency, oral and written) yes no

Working knowledge of Spanish (desirable) yes no

Experience and skills

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

Demonstrated experience and knowledge of building and maintaining
relationships with partners, donor liaison and resource mobilisation yes no

Demonstrated 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

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: