



VN 2023-36

Open to Internal and External Candidates

Position Title : **Regional Coordinator for Ukraine Response**
Duty Station : **Brussels, Belgium (Regional Office)**
Classification : **National Officer, Grade NO-B**
Type of Appointment : **One year fixed term until 30 June 2024
with possibility of extension**
Estimated Start Date : **November 2023**

Closing Date : **8 October 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

Under the direct supervision of the Head of Policy and Programme Support Division, the successful candidate will be responsible for coordinating with and supporting the different IOM Country Offices within the European Economic Area (EEA) region regarding IOM's regional response to the Ukraine Crisis, including working with Headquarters (HQ) and the IOM Regional Office (RO) in Vienna, and including maintaining partnerships with the European Commission.

Core Functions / Responsibilities

1. In close coordination with respective Regional Thematic Specialists (RTSs) at IOM Regional Office Brussels, provide technical support to Country Offices in EEA region on ongoing project implementation and identify programmatic gaps, challenges and opportunities in line with existing funding;
2. In close coordination with relevant RTSs and the Global Program Support (GPS) Unit, map out the different funding instruments within the European Commission and provide regular updates on funding opportunities and related political, policy and other developments;

3. Provide support to Country Offices on project development, preparation of concept notes and project proposals, in close coordination with RTS for coherent programming;
4. Maintain close contacts with Commission Services, i.e. Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR), on policy priorities and funding related to Ukraine and neighbouring countries in view of recovery and reconstruction;
5. Prepare briefing materials and contribute to the development of programming documents and resource mobilization plans;
6. Provide ongoing support to Country Offices on gathering information/overall information management (including regional sit-reps, thematic reports, etc.) in close coordination with HQ and RO Vienna;
7. Attend IOM meetings and discussions with EU institutions, EU Member States and other partner organizations, as required;
8. In close coordination with HQ, RO Vienna and Country offices, analyze regional trends and produce succinct reports;
9. In close coordination with the Regional Monitoring and Evaluation (M&E) Officer and respective RTSs, provide support to missions on knowledge management and analyze programmatic responses in order to analyze, identify and establish lessons learned and good practices, including recommendations on what can be scaled up for existing and future programmes;
10. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in Political or Social Science, International Studies or another relevant field with two years of relevant professional experience;
- or
- Bachelor's degree in the above fields with four years of relevant professional experience in an international environment.

Experience

- Relevant working experience in an international environment is required;
- Experience in coordination and liaison with different actors in refugee-setting is required;
- 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;
- Demonstrated experience in knowledge management and the production of concise internal and external reports, briefings and background materials is required;
- Experience in project development and reporting at country/regional level is an advantage, preferably in the area of refugee setting and migration management; and
- Proven experience and knowledge of building and maintaining relationships with donors and external partners.

Skills

- Excellent analytical and writing skills;
- Excellent coordination and liaison skills;
- Excellent knowledge of EU institutions, EU decision-making and EU budget rules and procedures finance mechanisms;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.

Languages

Fluency in English is required. Working knowledge of French is an advantage.

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 8 October 2023 23:59** (Brussels time), referring to this advertisement in the subject line (*VN 2023-36 Regional Coordinator Ukraine Response*) and including the following documents:

- a) CV
- 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 22.09.2023 until 08.10.2023



**Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium
VN 2023-36 Regional Coordinator for Ukraine Response NOB, RO Brussels**

Tick as appropriate depending on what you have:

Education

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

Bachelor's degree in the above fields yes no

Languages

English (fluency) yes no

French (working knowledge) yes no

Work Experience

*Please note that internship experience outside of IOM shall not and will not be counted towards the minimum years of
required professional experience*

Two or more years of professional experience related to the core functions described yes no

Four or more years of professional experience related to the core functions described yes no

Experience working in an international environment yes no

Experience in coordination and liaison with different actors in refugee-setting yes no

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

Experience in knowledge management and the production of concise internal and
external reports, briefings and background materials yes no

Other

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

Date

Name:

Signature: