



VN 2023-41

Open to Internal and External Candidates

Position Title : **Senior EU Policy and Programme Assistant**
Duty Station : **Brussels, Belgium (Regional Office)**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **16 November 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 of 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 assist in providing support to the IOM Regional Office in Brussels in programming and liaison functions vis-a-vis the EU Institutions and EU Member States.

With a focus on the EU external policy and funding, the specific geographic region covered by the position will be determined upon selection. He/she may also be asked to provide support to other regions covered by EU external policy and funding in line with the priorities of the Global Programme Support Unit.

Core Functions / Responsibilities

1. Assist in providing technical assistance to IOM offices for the implementation, reporting, and visibility and communication of EU-funded projects, in compliance with donor requirements and priorities;
2. Assist in providing technical assistance to IOM offices in project development in response to EU calls for proposals and tenders and direct funding opportunities, in compliance with donor requirements and priorities;
3. Support negotiations and liaison with the European Commission and other relevant EU institutions and agencies for projects signed centrally with the EU in Brussels;
4. Monitor, analyze and inform on relevant EU external policy and funding opportunities to be used for the development of appropriate strategies, action plans and projects/ programmes;
5. Contribute to the Regional Office's efforts towards enhancing its advocacy and outreach functions with the European Commission and other relevant EU institutions and agencies as relates to external policies and projects;
6. Support internal and external communication on IOM achievements and project results relevant to the geographic area;
7. Research and compile information for the preparation and production of internal briefings, recommendations, policy papers, presentations, reports and communication materials;
8. Assist in knowledge management efforts of the GPS unit and in the development and delivery of internal capacity building materials and training on EU external policy and funding for IOM staff;
9. Undertake duty travel related to the above responsibilities, as required;
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor degree in Political or Social Sciences, Law, International Relations, Migration Studies or a related field from an accredited academic institution with at least four years of relevant professional experience;
- or
- High school degree with 6 years of experience with possible humanitarian profile.

Master degree in related fields is an advantage;

Experience

- Minimum four years of professional experience in an international environment is a requirement;
- Demonstrated experience working in relation to EU migration policies and development policies is required.
- Demonstrated experience in project development and implementation;
- Demonstrated experience in liaising with EU institutions and well as other national, regional and international counterparts.

Skills

- Excellent writing, drafting and reporting skills;
- Excellent communication skills;
- Excellent knowledge of EU institutions, EU decision-making and financial instruments for external action - especially DGs INTPA and/or NEAR, including related funding opportunities is essential.

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 **16 November 2023 23:59** (Brussels time), referring to this advertisement in the subject line (*VN 2023-41 Senior EU Policy and Programme Assistant G6*) 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 02.11.2023 to 16.11.2023

