



Open to Internal and External Candidates

Position Title: **Senior Project Associate**
Duty Station: **Port Moresby, Papua New Guinea**
Classification: **General Service Staff**
Type of Appointment: **G-6 (One Year Fixed Term)**
Estimated Start Date: **As soon as possible**
Closing Date: **08 April 2024**

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.

IOM is committed to a diverse, equitable and inclusive work environment and strongly **encourages applications from persons of all genders, persons with disabilities, LGBTIQ+ individuals, and persons from minoritized racial or ethnic groups.**

With the aim of promoting an inclusive work environment, IOM has in place a series of policies for staff members, such as parental leave, flexible working arrangements, respectful workplace policy, reasonable accommodation for persons with disabilities, and other family-friendly policies.

IOM has a policy of zero tolerance of sexual exploitation and abuse, sexual harassment, fraud, abuse of authority and discrimination. All IOM personnel have to adhere to the IOM standards of conduct and abide by relevant policies put in place in order to maintain a respectful and inclusive work environment.

Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Context:

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 has been operating in Papua New Guinea (PNG) since 2001, working on complex emergencies and providing humanitarian relief while building capacity of the Government for better migration management. Operating through its Country Office in Port Moresby and 12 field-offices across the country, IOM's programmes focus on disaster risk reduction, emergency preparedness and response, peacebuilding, labour mobility and human development, climate change, countering trafficking in persons, immigration and border governance, legal identity, protection, assisted voluntary return and reintegration, migration, and health.

Climate change projections, even those within 1.5 degrees of global warming, suggest that Pacific Island Countries are facing several critical human security threats that are likely to

intensify the drivers of migration, displacement and planned relocation of Pacific islanders and communities. The Pacific Climate Change Migration and Human Security programme will be implemented by IOM together with ESCAP, ILO, OHCHR, PIFS and PDD. Within a three-year period, PCCMHS Phase II will contribute to strengthened resilience and adaptive capacity of Pacific Islanders in the context of climate change and disasters, ensuring that migration and relocation remains a choice, and displacement is averted, minimized and addressed. The programme will support the following outcomes:

- Governments cooperate at the (Pacific) regional and sub-regional level to manage climate mobility (outcome 1)
- Pacific Governments develop and implement national policies to address climate mobility (outcome 2)
- Pacific civil society actors, worker and employer organizations, and communities actively engage in national, regional, and global processes to manage climate mobility (outcome 3)

These outcomes will be achieved by creating an enabling policy environment; contributing to the availability of relevant data and evidence; increasing knowledge and skills of diverse stakeholders based on availability of tools and information; and improving access to services. The programme will engage with Pacific Governments and non-government stakeholders, including, at-risk communities, civil society organizations, workers' and employers' organizations, academic institutions, and UN agencies. Phase II will continue to promote action to comprehensively address climate mobility including labour migration and other voluntary movements, displacement, and planned relocation efforts in the context of slow and sudden onset disasters.

Core Functions / Responsibilities

Under the overall supervision of the Chief of Mission in Papua New Guinea and the direct supervision of Migration Management Coordinator and in coordination with the Programme Manager-PCCMHS based in Suva, Fiji, the successful candidate will support the implementation of the Pacific Climate Change Migration and Human Security programme (PCCMHS) and related activities:

1. In coordination with the direct supervisor and the PCCMHS programme manager, support overall programme implementation including the planning and management of activities at the national and community level based on the programme results matrix and workplan.
2. Assist in the monitoring, evaluation, knowledge management and reporting of the PCCMHS programme including drafting and completing monitoring templates, drafting reports, systematically filing, and tracking all PCCMHS documents.
3. Assist liaisons with relevant ministries of the Government of Papua New Guinea, civil society organizations, programme partners and other relevant stakeholders.
4. Manage programme communications that meet donor and IOM branding guidelines, including through the development of social media updates, quarterly updates, press-releases, blogs, videos and disseminate as required.
5. Support recruitment and procurement processes under the PCCMHS programme, including monitoring of consultants and service providers.
6. Support planning and organization of programme meetings, consultations and workshops including logistics, facilitation, development of presentations, other meeting documents and drafting meeting minutes and reports.

7. Support the finalization of programme outputs such as research papers, policy documents, training curriculums, including through review of documents, finalization of layout and publication.
8. Compile and draft background and other preparatory materials such as talking points, official communication and updates for briefings with Governments and partners.
9. Support project implementation and resource mobilization for the continuation of existing projects as well as new projects in related thematic areas.
10. Undertake duty travel as required to support with PCCMHS programme implementation and other related activities.
11. Perform other tasks as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in political or social sciences, Climate Change, Sustainable Development, Refugee and Migration Studies, International Relations, Law, or a related field from an accredited academic institution with four years of relevant professional experience; or
- High School diploma with six years of relevant professional experience.

Experience

- Experience in liaising with governmental authorities and local communities, as well as national and regional institutions.
- Experience in project implementation, monitoring and evaluation and reporting.
- Experience in developing communications materials and leading social media updates.
- Demonstrated 8 in climate change, environmental issues and/or disaster risk reduction.
- Knowledge or experience of national issues and Pacific level issues an advantage.
- Experience in working in a multi-partner or regional project and with UN agencies is an advantage.
- Prior work experience with UN or international organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- High levels of proficiency with Microsoft Excel, PowerPoint, SharePoint Online, and Word; knowledge of Canva and other communications tools is an advantage.
- Excellent analytical and organizational skills; ability to think critically and creatively.
- Strong technical writing skills in developing reports and briefs.
- Demonstrated ability to participate effectively in technical missions and meetings.
- Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently.
- Ability to work under political and time pressure and meet deadlines.
- Effective ability to work as part of a geographical and gender diverse team, as well as the ability to work independently and develop personally.



Languages

For this position, fluency in English is required. Working knowledge of Tok Pisin would be an advantage but not mandatory.

Required Competencies

Competencies

The incumbent is expected to demonstrate the following values and 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:** 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 - Behavioral 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 of 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.

Only candidates residing in either the duty station or from a location in a neighboring province that is within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process. Accommodation is not provided.

How to apply

Interested candidates are invited to submit their applications via email or hand deliver by **08 April 2024** at the latest, referencing **(VN/2024/012 - Senior Project Associate)** at the subject line.

Kindly send your applications with your cover letter and CV to: iompnghr@iom.int
Interested applicants are to address their applications to:

**Human Resources Team
International Organization for Migration (IOM)
PO Box 1876 Port Moresby
Level 3, Cuthbertson House, Cuthbertson Street
Downtown NCD, Papua New Guinea**

Only shortlisted candidates will be contacted.

Posting Period

From 26.03.2024 to 08.04.2024.

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.