



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Donor Reporting and Communication Officer**
Organizational Unit : **Programme Development support Unit (PDSU)**
Duty Station : **Baghdad, Iraq**
Classification : **Equivalent to P1**
Type of Appointment : **International Consultant**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **17th February 2019**
Reference Code : **SVN2019/IRQ/041**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. Applications from qualified female candidates are especially encouraged as well as the 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 general guidance of Chief of Mission (COM) and the direct supervision of the Programme Support Unit (PSU) Coordinator in close co-ordination with the Head of the Mission Coordination Unit, and Head of Programmes and Program Managers, IOM Iraq is looking to fill a six-month consultancy position for a Donor Reporting and Communications Officer.

Introduction:

Key deliverables to be completed within six months:

1. Create donor, project, program or thematic specific reports for key donor countries, highlighting IOM Iraq activities across different projects funded by the same donor;
2. Create partner/donor profiles and tracking tools for key donor countries; and provide general administrative, coordination and technical support for donor liaison;

3. Support the preparation of interim and final project reports through consolidating and analysing data on programme implementation, including indicators;
4. Keep accurate and pertinent records of all correspondence, reporting files and administration information.
5. Present the output in good graphic designs and relevant graphic designs and reporting programs and applications.

Overall position tasks are:

1. Co-ordinate the compilation of donor, project, program or thematic reports in coordination with Program Units; for project development, reporting and donor liaison purposes; this includes developing concise, monthly reports for key donor countries, highlighting IOM Iraq activities across different projects funded by the same donor;
2. Support the preparation of interim and final donor reports through consolidating and analysing data on programme implementation, including indicators;
3. Support fundraising actions by compiling and analysing information on donor policies and priorities and providing it to management; organising and attending donor/partner meetings and field site visits; and providing general administrative, coordination and technical support.
4. Keep accurate and pertinent records of all correspondence, project development and reporting files and administration information; and
5. Perform such other duties as may be assigned.

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.

Core Competencies – behavioural indicators *level 3*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Advocates for collaboration across the Organization and creates collaborative systems and integrated processes to achieve Organizational goals.
- Builds consensus for task purpose and direction with colleagues at all levels.

- Monitors and evaluates the effectiveness of partnerships and takes action to enhance their effectiveness.
- Identifies and breaks down barriers to cooperation within teams, and between teams, units, sections, divisions, and organizations.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Challenges self and team to deliver high quality results, in line with Organizational goals.
- Leads and facilitates work planning, alerting those involved of potential obstacles and helping to identify suitable alternative options as needed.
- Persuades management to undertake new projects and services that benefit internal and external clients; uses performance standards to monitor projects.
- Tailors organizational targets to meet changing demands in the external environment
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Promotes the development and use of organization-wide knowledge sharing systems that capture all relevant information from sources inside and outside of the Organization.
- Leads in defining and prioritizing the Organization's knowledge needs.
- Establishes and fosters a culture that encourages change, innovation and continuous learning.
- Encourages and supports others to be innovative and actively generates new perspectives on own and team's work.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Demonstrates individual responsibility for defining and delivering on the Organization's priorities.
- Delegates authority to match responsibilities, and holds staff accountable for agreed-upon commitments.
- Consistently assumes responsibility for Divisional or Departmental actions by explaining successes, failures, and proposing remedial actions.
- Invests significant time in creating a culture of accountability and responsibility by using experience and advice to guide others.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
- Clearly and simply communicates the IOM mandate and seeks opportunities to represent the organization externally to promote its mandate.
- Communicates confidently, commands attention and respect when speaking, and projects credibility.
- Influences others and negotiates effectively through a persuasive, flexible approach.

- Keeps staff informed of decisions and directives of senior management and communicates them in a manner that ensures understanding and acceptance.

Education and Experience

- University degree with seven years of relevant professional experience.
- Skills in graphic design and relevant graphic design and reporting programs and applications.
- Knowledge and experience of regional issues an advantage;
- Previous experience working with IOM and with UN specialized agencies an advantage.
- Ensures application of institutional financial policies and guidelines
- Flexibility, motivation and commitment with the job as well as to work in team

Languages

- Excellent command of English
- Arabic is a plus.
- Any other language is an asset.

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:
<http://www.iomiraq.net/vacancies/donor-reporting-and-communication-officer>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 03.02.2019 to 17.02.2019