



IOM International Organization for Migration

## Vacancy Notice

<b>VN Number</b>	AZVN2017-11
Position Title:	Project Coordinator
Duty Station:	Baku, Azerbaijan
Classification:	General Service Staff, Grade G6
Type of Appointment:	One Year Fixed Term, with possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	November 10, 2017

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. 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:**

IOM is piloting a project to support the Government and civil society organizations to reduce the vulnerabilities of the population, with a special focus on youth and women by enhancing their resilience, assisting them to start income generation activities and by the promotion of multi-stakeholder dialogue among public sector, civil society, academia and the private sector. The project will also contribute to the efforts of the relevant national authorities to reduce vulnerabilities of the local communities in the selected target areas through capacity building, awareness raising and community development and stabilization approaches.

Under the supervision of the Chief of Mission, the Project Coordinator will provide programmatic support and coordination to the effective management of project by contributing, during the duration of the project, with technical management, procedures, implementation and follow up of the project components.

She/he will work in close collaboration with the project team, government officials, donors/ stakeholders, and the civil society ensuring successful project implementation.

### **Core Functions / Responsibilities:**

1. Exercise quality control over all procedures and documents within the project, and ensure activities are in line with IOM and donor guidelines and requirements.
2. Monitor specific aspects of the work of project staff and ensure that the project follows the IOM standards.
3. Provide technical assistance to activities, including inter alia facilitating trainings and workshops and actively conducting assessments with external international and national experts as and where needed.

4. Ensure high-quality project reporting, including ad-hoc, interim, annual, and end-of-project reports
5. Oversee and manage the capacity building activities, monitor the work of sub-contractors, track budget expenditures, and supervise the work of experts.
6. Analyse progress and implementation, identify and document significant project events, decisions, problems or deviations and report them to the CoM.
7. Assess, develop a plan for, and oversee all related contracting technical experts and service providers in relation to the program.
8. Attend meetings and prepare presentations, relevant notes for files, meeting minutes, action points, etc.
9. Assist in developing and maintaining strong liaison with relevant governmental authorities, donors and other stakeholders.
10. Undertake duty travels related to project implementation as required and authorized by the CoM.
11. Ensure mainstreaming of gender, protection and human rights based approach and other pertinent cross-cutting issues into programming.
12. Gather national, regional and international trends and specific information of the geographical area as inputs for planning and development of new project opportunities in the project in line with identified needs, donor and governmental priorities and IOM's mandate and strategy in coordination with the CoM, Resource Management Unit in the Mission and the Regional Office in Vienna.
13. Prepare regular updates, programme summaries, press releases and other relevant info materials and statistics, according to the specific needs.
14. Perform other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- University degree in Social Sciences preferably law, sociology, social anthropology, political science, economics or a related field from an accredited academic institution with 4 years of relevant professional experience; or
- Completed High School degree from an accredited academic institution, with 6 years of relevant professional experience.

### **Experience**

- Relevant working experience at a medium or high level in a relevant public institution or private sector or in an international organization.
- Experience in developing and maintaining partnerships with government counterparts, UN agencies, donors, and NGO partners.
- Experience in budget formulation, financial and financial management and administration.
- Excellent command of office software, such as word processors, spreadsheets, databases.
- Good knowledge of IOM financial rules, procedures and processes.

### **Languages**

Fluency in **English** and **Azerbaijani** is required. **Russian** is an advantage.

## **Required Competencies**

### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM

### **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 requested to submit their application including the **most recent CV with a cover letter in English** by indicating **name of the position** applied with its **VN number** in the subject line of the e-mail to [iombaku@iom.int](mailto:iombaku@iom.int) by the end of **10 November 2017 till 17:30**.

Please note that only shortlisted candidates will be contacted