



Vacancy Notice

Open to Internal and External Candidates

Position Title : **Senior Project Coordinator**
Duty Station : **Helsinki, Finland**
Classification : General Service Staff, Grade 7
Type of Appointment : One year fixed term, with possibility of extension
Estimated Start Date : As soon as possible
Closing Date : **October 1, 2023**

Reference Code : **F110-VN-2023-02**

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:

Resettlement is a vital protection tool and a lifeline for those in need of international protection who are unable to return to their country of origin for fear of continued persecution and are also not able to stay in the first country of asylum due to a lack of local integration opportunities. IOM plays a key role in global resettlement and works along the full resettlement continuum from identification to integration.

The IOM office in Finland is engaged in resettlement to Finland, Iceland and Sweden, which includes the provision of Pre-Departure Orientation (PDO) for refugees to help them develop practical skills and attitudes that contribute to their early integration. PDO is arranged in countries of first asylum, and delivered by IOM staff and/or PDO trainers recruited by IOM. IOM also engages in integration/social cohesion beyond resettlement through comprehensive and whole-of-society approaches.

Under the direct supervision of the Head of Office (HoO) of IOM Finland, and in close cooperation with relevant units at IOM Finland, the successful candidate will be responsible for

the overall management and organization of project activities concerning Pre-Departure Orientation (PDO), integration and social cohesion.

Responsibilities and Accountabilities:

1. Manage all aspects of assigned projects, or assigned project components, in the area of Migrant Training and Integration. Act as the Country Office's focal point for the above-mentioned thematic areas.
2. Maintain partnerships at appropriate levels with government entities, local authorities, implementing partners, donors, and other stakeholders as relevant to assigned projects and activities.
3. Coordinate and liaise with IOM country offices in refugees' countries of first asylum worldwide in view of planning, implementing and reporting of PDO sessions.
4. Supervise and guide staff assigned to the projects/components in the above thematic areas.
5. Coordinate the deployment of PDO trainers, monitor their recruitment, training/induction, assignment and scheduling of PDO sessions worldwide, and overseeing the collection of feedback and mission reports.
6. Implement appropriate monitoring and backstopping mechanisms, including internal/external evaluations of the projects/components under implementation as required, and ensure compliance with all reporting obligations.
7. Oversee the development of relevant training curricula, methodologies and written/audio-visual materials for assigned projects/components, as well as translations of materials where required. Draft and produce content about assigned projects and thematic areas for publication, including through social media channels.
8. Participate in delivering trainings and presentations to external and internal stakeholders.
9. Undertake duty trips as necessary, including international travel to refugees' countries of first asylum.
10. Monitor the timely and complete collection and storage of administrative and financial documentation of assigned projects in line with IOM and donor rules and assist the Resource Management Unit in the preparation of financial reports.
11. Contribute to narrative donor and other reports and monitor timely submission, in line with donor requirements and IOM procedures and standards.
12. Contribute to regular briefings, summaries and other relevant information materials, as required.
13. Identify potential entry points for new projects or expanded collaboration with relevant counterparts. As required, participate in the development of targeted interventions with a particular focus on PDO/integration, including preparation of concept notes, project proposals and budgets in coordination with relevant IOM Finland departments.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in political sciences and/or social sciences or other related field with five years of relevant professional experience, or:
- Completed High School degree from an accredited academic institution, with seven years of relevant professional experience/training

Experience

- Proven track record in project management and implementation, as well as in project development, preferably related to migrant training/integration or other related experience in the field of migration;
- Experience in managing and monitoring a project budget, as well as in writing reports and project documents;
- Experience in liaising with national/regional/local governmental authorities as well as with civil society organisations;
- Experience in organizing trainings, meetings and seminars is an asset.

Skills

- Excellent communication skills; excellent drafting skills in English;
- Profound IT skills, in particular concerning Microsoft Office (Outlook, Teams, Word, Excel, Powerpoint);
- Strong supervisory, team-working and interpersonal skills in particular in intercultural settings;
- Organisational, time-management and multi-tasking skills required in fast-paced operational environments;

Languages

- IOM's official languages are English, French, and Spanish.

Required

- Fluency in English (oral and written) and at least elementary proficiency in Finnish and Swedish

Desirable

- Full fluency in Finnish and Swedish as well as knowledge of languages spoken by refugees resettled to Finland/Iceland/Sweden is advantageous.

Competencies

The incumbent is expected to demonstrate the following values and 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 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.

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. 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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

How to apply:

Interested candidates with the required qualifications should submit a cover letter and a CV. Save them in the form "Your Family Name _ Your First Name", either as .doc or as .PDF file (e.g.: Doe_John.doc or Doe_John.PDF). All applications must be addressed to the Resource Management Officer (email: iomhelsinki@iom.int) quoting the above vacancy notice number/reference code as well as the last name of the candidate. The position is based in Helsinki, Finland.

Only shortlisted candidates will be contacted. Unfortunately, we are not able to answer phone inquiries at this stage.

Posting period:

From 14 September to 01 October 2023