



# POST DESCRIPTION

## SECTION 1

### Position Information

Position Title	<b>National Project Officer</b>
Position Grade	NOA
Duty Station	Paramaribo, Suriname
Position Number	For Create
Job Family	Operations
Organizational Unit	10011627
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	20 March 2024
Reports directly to	20100646
Number of Direct Reports	8

## SECTION 2

### Organizational Context and Scope

Under the Direct supervision of Suriname Programme Coordinator; and the overall supervision of the Regional Coordination Officer for the Caribbean and Chief of Mission Based in Barbados, in close coordination with the Coordination Unit in Guyana for Resource Management and RTS in RO San Jose, the successful candidate will be responsible for:

## SECTION 3

### Responsibilities and Accountabilities

- I. Support the coordination of technical, administrative and financial aspects to facilitate the timely implementation of the programmes; monitor progresses to ensure that expected outputs and outcomes are delivered as per set objectives and indicators, and in line with IOM rules and procedures.

2. Maintain close coordination, communication, and collaboration among the Regional Thematic Specialists, the Department of Operations and Emergency, and other relevant departments and teams to support strategic planning and promote overall coherence among projects components and adherence to workplans.
3. Coordinate the project activities with the government of Suriname in collaboration with the IOM Government Liaison colleagues.
4. Support timely and appropriate external communication to communities and the beneficiaries
5. Recruit, supervise, mentor and build capacity of team members in relevant area.
6. Create project related procurement plans and share requisitions and materials / services / consultants with the procurement officer
7. Initiate and approve project related cash transfers in collaboration with the admin – finance officer
8. Undertake duty travel relating to project/programme assessment and implementation, liaison with counterparts, problem solving, and new project/programme development, as required.
9. Lead the development of monitoring and evaluation systems which enable to produce real time reports on progress, effectiveness and efficiency of projects in collaboration with the M&E officer.
10. Perform such other related duties as may be assigned.

#### SECTION 4

## Required Qualifications and Experience

### EDUCATION

- Master's degree in Humanitarian Affairs, Development Studies, Political Science, Social Science, International Relations or a related field from an accredited academic institution ; or
- University degree in the above fields with two years of relevant professional experience.

### EXPERIENCE

- Experience in humanitarian and development programmes for migrants and capacity-building activities,
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Familiarity with financial and business administration;
- Sound and proven understanding of internal and international migration issues in the sub-region and related issues;
- Experience in development, implementation, analysis and evaluation of programs and protocols; team leading and program management including budget planning and monitoring;
- Experience working in the Caribbean region is an asset;
- Knowledge of migration in the Caribbean is an asset

Previous experience working with IOM and with UN specialized agencies an advantage.

## SKILLS

- Good knowledge of project development, management, and evaluation concepts and procedures;
- Excellent managerial, communication, analytical, and organizational skills;
- Excellent interpersonal skills including negotiation, relationship management, influencing and networking.
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds; and,
- Good level of computer literacy.

## SECTION 5

### Languages

#### REQUIRED

For all applicants, fluency English is required (oral and written). Working knowledge of Dutch is an advantage.

#### DESIRABLE

Dutch (oral and written)

## SECTION 6

### Competencies<sup>1</sup>

■ 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:** 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.

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<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

## 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 actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

---- *If direct reports (10th row above) for PAS is greater than zero, then the managerial competencies below are inserted.* ----

## 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.

## SECTION 7

### Signatures

1 <sup>st</sup> Level Supervisor	Date
	Click here to enter a date.
2 <sup>nd</sup> Level Supervisor	Date
	Click here to enter a date.

IOM is committed to non-discrimination in the selection process. Appointment, transfer, and promotion shall be made without discrimination, in particular with regard to race, ethnicity, age, nationality or sexual orientation, gender identity and expression, sex characteristics, disability, political affiliation, religion, or any other identity

Applications should be submitted via email to [plam@iom.int](mailto:plam@iom.int) and [juortega@iom.int](mailto:juortega@iom.int), no later than Friday **10th April 2024**, with the subject line; **National Project Officer**. The application must include Application letter and Curriculum Vitae with the bellow information:

-Nationality or work permit status.

-Three (3) professional (previous supervisors) references including email, position, and company/organization name. Please note that applications are open only to Surinamese Nationals or foreigners with residence and work permit for Suriname. We thank all applicants for your expressions of interest. However, only short-listed candidates will be contacted.

We thank you for your interest in IOM and looking forward to receiving your application.