



Special Vacancy Notice 2022-38

Open to Internal and External Candidates

Position Title : **Programme Support Coordinator**
Duty Station : **IOM Budapest**
Classification : **NO/A**
Type of Appointment : **Special Short Term (SST), 6 months, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **28th September 2022**

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:

Under the direct supervision of the Head of Office and in close collaboration with Emergency Coordinator, Programme Managers and in co-ordination Resources Management Officer, the successful candidate will be responsible and accountable for managing the Programme Support Unit of IOM Hungary.

Core Functions / Responsibilities:

- Supervise the Programme Support unit and provide guidance to Senior Programme Specialists, Media & Communication Assistant, Project Assistants, and interns
- Support Head of Office in identifying and developing new project opportunities and fundraising strategies
- Verify final project reports for donors and the Regional Office based on programme objectives, work plans and timelines set by project agreements.
- Verify concept notes, project narratives, work plans, logical frameworks, results matrices, and other project-related documents and ensure compliance with IOM internal systems (PRIMA).

- Support Head of Office with preparing project documents and proposals for submission to potential donors, ensuring consistency with national and sub-regional priorities and available resources.
- Support Head of Office with Monitoring the implementation of ongoing projects and operations and prepare progress reports as required while providing guidance and information to resolve problems, analyze operational procedures and project effectiveness and recommend improvements. Ensure that signed agreements are followed and adhered to.
- Compile and submit regular internal and external reports, annual mission reports.
- Develop and disseminate flash reports, snapshots and one-pagers highlighting programme performance and deliverables.
- Identify key performance questions, indicators and parameters for monitoring programmes/projects performance and achievements. Develop and streamline relevant reporting mechanisms.
- Verify and analyze data and background information for updating information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.
- Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience;
- Master's degree in the above-mentioned fields.

Experience

- Experience with international humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting.
- Proven experience in developing projects for various donors.
- Proven experience in the development and implementation of monitoring and evaluation tools and methodologies.
- Proven experience with M&E methods and approaches, planning and implementation of M&E systems, information/data analysis
- Proven experience in report writing.
- Strong ability to understand, develop and implement administrative and financial control procedures.

Skills

- Ability to use Access databases and Microsoft Excel, Access, Outlook and Word
- Sound and proven understanding of internal and international migration issues in Country and related issues; and,
- Knowledge of the Region is an advantage

Language skills

- Fluency (oral and written) in English is required.
- Fluency in Hungarian, Ukrainian or other UN languages would be considered as advantageous.

Required 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: 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.

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 potential.

- Empowering others & building trust creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: work strategically to realize the Organization's goals and communicates a clear strategic direction.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The appointment will be subject to certification that the candidate is medically fit and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only applicants holding a valid residence and work permit in Hungary will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications – CV and Cover Letter in English to iombudapesthr@iom.int quoting vacancy notice number 2022-38.

Closing date: **28th September 2022**

Only shortlisted candidates will be contacted.

Posting period:

From 14.09.2022 to 28.09.2022

“IOM offers a competitive salary with an excellent health insurance plan, participation in the United Nations Pension Fund, eligible child allowances and 2.5 days paid vacation for every full month of service”