



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	National Project Officer – Migration Governance
Position grade	NO-A, One Year with the possibility of extension (OYFT Contract)
Duty station	Vientiane, Lao PDR
Position number	N/A
Job family	
Organizational unit	Migration Policy
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office-based position?	Country Office, Vientiane Lao PDR
Position rated on	2022
Reports directly to	Policy and Project Development Coordinator
Number of Direct Reports	2
<b>VACANCY-SPECIFIC INFORMATION</b>	
Estimated closing date:	30 Jan 2023
Estimated start date:	As soon as possible
Posting channel:	IOM FB page, UN website & FB page and 108 Jobs website
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p><i>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</i></p> <p>IOM has been working in Lao People's Democratic Republic (PDR) since 2002 and has established a fully operational mission since the country became a member-state in June 2018. June 2018. Current activities focus on strengthening migration governance policy and framework, assisting vulnerable migrants including victims of trafficking, capacity development of government officials, direct services to beneficiaries of migrants, vulnerable people, and migrant communities, skill development of migrants and poverty reduction activities.</p> <p>Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of Policy and Project Development Coordinator in IOM, Lao PDR; the incumbent will coordinate the implementation, monitoring and evaluation of Migration Governance related project and activities under Policy and Project Development unit to contribute to IOM's work and mandate in facilitating safe, orderly, and regular migration including policy work and related project</p>	

implementation,

### III. RESPONSIBILITIES AND ACCOUNTABILITIES

- Under the supervision of Policy and Project Development Coordinator, assist in the coordination with the Government of Lao PDR, external stakeholders, UNCT, donors IOM Regional Office and its Headquarter to support successful dissemination and implementation, mainstreaming, monitoring and evaluation of the IOM Country Strategy 2022-2026 over the strategic period.
- Assist coordination with the Government of Lao PDR, CSOs, private sectors, IOM Regional Office and its Headquarter to implement the Global Compact on Migration (GCM) in line with the whole government and whole society approaches.
- Contribute to the planning, development, organization and delivery of IOM Migration Governance Framework and related projects
- Support the IOM Lao PDR mission to establish the UN Network on Migration, coordinate with Government stakeholders, UN system, Civil Society Organizations (CSOs) and private sector to actively engage with the network and participate in its meetings.
- Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts.
- Participate and keep the Policy and Project Development Coordinator and Chief of Mission informed of the IOM commitments and contribution towards the implementation, monitoring and evaluation of the 9th National Socio-Economic Development Plan.
- Assist the supervisor on the project implementation tasks related to Migration Governance including Migration Profile project in coordination with government partners and relevant IOM units in the Lao PDR mission, other relevant mission(s), Regional Office and Headquarter.
- In cooperation with the team and other relevant missions/Regional Office/HQ, contribute to the effective monitoring and evaluation practices to support effective design and implementation of projects and activities.
- Participate in the preparation of new project proposals and ideas on issues related to migration governance in coordination with Government counterparts / stakeholders by selecting and summarizing background information, assessing the local context for the planning and administration of individual projects, and drafting and coordinating endorsement of project proposals through IOM's inhouse system – PRIMA.
- Liaise and coordinate with relevant governmental authorities, donors, UN Country Team, NGOs, CSOs and other stakeholders including different working groups.
- In coordination with Policy and Project Development Coordinator, coordinate IOM's engagement, implementation, and reporting of the UN Sustainable Development Cooperation Framework (UNSDCF) 2022-2026 and attendance and contribution UN technical groups relevant coordination and outputs. Lead the Migration Policy output under the Inclusive Prosperity Group.
- Support in promoting dialogue, information-sharing and cooperation among government and non-government actors on areas of cooperation and project implementation for migration governance at the national, regional and international level; promote internal information sharing within units in IOM Lao PDR.

<ul style="list-style-type: none"> <li>• Contribute to necessary report documents to fulfill donor and internal IOM requirements. These include IOM annual, bi-annual, monthly reporting etc. Key examples are interim reports, institutional updates, meeting minutes, activity updates, Note for File, branding and visibility documents, media monitoring, Monitoring and Evaluation, and other reports.</li> <li>• Supervise and train project relevant IOM staff.</li> <li>• Undertake duty travel relating to project activities, as required</li> <li>• Perform such other related duties as may be assigned.</li> </ul>	
<b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b>	
<b>EDUCATION</b>	
<ul style="list-style-type: none"> <li>• Master's degree in Laws, Economics, Migration, Political or Social Sciences, Management, or a related field from an accredited academic institution; or</li> <li>• University degree in the above fields with two years of relevant professional experience</li> </ul>	
<b>EXPERIENCE AND SKILLS</b>	
<ul style="list-style-type: none"> <li>• Proven and strong experience in liaising with governmental authorities, national/international institutions, United Nations agencies and CSOs in Lao PDR as well and non-governmental organizations and other stakeholders</li> <li>• Prior experience implementing migration related projects/programmes in Lao PDR at national and local levels</li> <li>• Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,</li> <li>• Prior work experience with international humanitarian organizations, non- government or government institutions/organization in a multi-cultural setting is an advantage.</li> <li>• Strong project management skills</li> <li>• In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,</li> <li>• Knowledge of UN and bilateral donor programming.</li> <li>• Ability to apply of financial rules and regulations and donor requirements.</li> </ul>	
<b>V. LANGUAGES</b>	
Required	Desirable
<ul style="list-style-type: none"> <li>• For all applicants, Fluency in English and Lao (Oral &amp; Written)</li> </ul>	<ul style="list-style-type: none"> <li>• Fluency in other languages may be an asset</li> </ul>
<b>VI. COMPETENCIES</b>	
<p>IOM's competency framework can be found at this <a href="#">link</a></p> <p>The incumbent is expected to demonstrate the following values and competencies:</p>	

**Values** - all IOM staff members must abide by and demonstrate these three 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 act in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates the ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies** – behavioral indicators

- **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.

## VII. Other

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Laos, PDR will be eligible for consideration.

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.

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be required to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to

the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa and authorizations by the concerned Government, where applicable.

*Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM on or after 15 November 2021. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.*

### **How to apply:**

Interested candidates are invited to submit an application via e-mail: [LaoHR@iom.int](mailto:LaoHR@iom.int) By **30 Jan 2023** at the latest with mention of the reference code: **VN LA10/2023/1.4: National Project Officer – Migration Governance** in the subject line.

Please submit the below documents:

- 1. Cover Letter**
- 2. Curriculum vitae (Personal History Form) with three references**

***This position requires presence in Lao PDR, so applicants in the country are encouraged to apply.***

***\*Shortlisted candidates will be contacted.***