



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	National Migration Policy Officer
Position grade	NOA
Duty station	San José, Costa Rica
Position number	TDB
Job family	Operations
Organizational unit	10016100
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	18 November 2022
Reports directly to	Labour Migration and Integration Project Officer and the Programme Coordinator
Number of Direct Reports	1
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Costa Rica is a major country of origin, destination and transit for migrants. These complex dynamics create a mixed migration context that is constantly evolving; if not properly managed, this context presents significant risks for both migrants and host communities.</p> <p>Good migration management is central to Costa Rican economic growth and political stability. Migrants, whether workers or tourists, drive most of the Costa Rican economy; however, the Costa Rican and world economic crisis amplified by the Covid-19 pandemic, the high unemployment rate, coupled with the adverse effects of climate change, drive economic instability and threaten the livelihoods of individuals, households, and communities, as well as their access to basic needs such as health, shelter, food security, etc. The Government of Costa Rica has recognized adaptation as an essential strategy to building resilience. IOM's projects aim to address the social and economic impacts of the fiscal crisis and climate change to prevent further migration and ensure access to basic human needs.</p> <p>Under the direct supervision of the Programme Coordinator /Chief of Mission the National Project Officer will support the implementation of the project activities. The National Project Officer will carry out their duties in close coordination with other IOM staff in country as well as in other countries in the region and in the IOM Regional Office for North America, Central America and the Caribbean in San Jose, Costa Rica.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	

1. Plan, coordinate, implement, monitor and evaluate all project activities, in accordance with the work plans and courses of action established in the project documents related to migration policy.
2. Engage national authorities in direct dialogue to support the implementation of the project, including diverse government departments with responsibilities on migration and organize government meetings on the topic.
3. Engage and maintain direct dialogue with non-Governmental partners involved in providing support to the implementation of the project.
4. Monitor the operations of the implementing partners to ensure proper implementation and reporting of activities and financial matters.
5. Maintaining and strengthening effective relations with key national counterparts (government and civil society), UN organizations and other involved international entities, to explore synergies and avoid duplicity of actions.
6. Participate in the development of terms of reference and selection of and follow up on the work of hired consultants as needed in accordance with IOM internal administrative requirements and project activities.
7. Provide technical input to working documents, studies, and technical reports as required in the framework of project activities on the topics of migration policy.
8. Elaborate quarterly and monthly narrative and financial reports, as well as weekly updates and other requests of information.
9. Plan and implement internal and external communications activities related to the project in consultation with the Labour Migration and Integration Project Officer and the Programme Coordinator.
10. Work in close coordination with Labour Migration and Integration Project Officer to monitor the expenditure rate of the project and monitor the use of the project budget.
11. Maintain continuous dialogue on all activities and provide weekly information the Programme Coordinator and the donor on the progress of actions, and the identified issues and solutions taken.
12. Ensure a rights-based approach, gender-based and child protection approach in all project operations.
13. Contribute to knowledge management processes as well as the organization and maintenance of files.
14. Support the organization of events and workshops.
15. Undertake regular duty travel related to project implementation, monitoring, assessments and evaluation.
16. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • Bachelor's degree on Social Sciences, of a recognized university, with two years of relevant professional experience. 	
EXPERIENCE	
<ul style="list-style-type: none"> • At least, 2 years of relevant experience in the implementation of projects related to migration, policy development and implementation of social projects. • Experience in liaising with governmental authorities, other national and international institutions and NGOs. • Experience in preparation of policies and legal normative based on human rights, M&E and project management will be a plus. 	
SKILLS	
<ul style="list-style-type: none"> • General studies on migration and gender will be an advantage • Good handling of data processing programs, Excel, Access, Word, Power Point as well as other programs from the Office package and other systems. 	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and Spanish (oral and written).	
VI. COMPETENCIES ¹	
The incumbent is expected to demonstrate the following values and competencies:	
Values - all IOM staff members must abide by and demonstrate these three values:	
<ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: 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 <i>level 2</i>	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

<ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. 	
SIGNATURES:	
1 ST LEVEL SUPERVISOR	DATE
2 ND LEVEL SUPERVISOR	DATE

Submission of application:

The candidate should send his/her application through the following email cosanjosevacancies2@iom.int , using as Subject “SVN 2022-052 National Migration Policy Officer”.

The application must include:

- Curriculum with 3 references.
- Letter of interest.
- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by December 8, 2022. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.