



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	National Project Officer (Government Liaison, Policy and Capacity Building)
Position grade	NOA
Duty station	Paramaribo Suriname
Position number	
Job family	
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Paramaribo, Suriname
Position rated on	14 March 2023
Reports directly to	
Number of Direct Reports	1
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the overall supervision of IOM Coordinator in The Caribbean in Barbados, the direct supervision of the IOM Head of Office of Suriname, in collaboration with the Program Coordinator of the WHP program and the Resource Management Unit based in Guyana, the successful candidate will be responsible and accountable for liaising with Government of Suriname (GOS), and coordinating the implementation of the IOM project activities related to capacity building, data collection and policy development of the GOS.</p> <p>IOM supports the Government of Suriname for 5 years and is steadily expanding its operation. In addition to ongoing capacity building, migration policy development and diaspora engagement projects, IOM is developing and implementing new projects focused on the integration of migrants, in Suriname, community development and strengthening the Mental Health and Psychosocial support capacity in country.</p> <p>Recently the Government of Suriname reached out to IOM to provide support with the implementation of the Global Compact for Migration and the coordination of all activities around Migration.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ul style="list-style-type: none">• Provide technical and administrative support in coordination activities for the development of Suriname Policy and Migration Management Policy activities for the Government of Suriname.• In collaboration with the Government of Suriname, coordinate and organise program introduction meetings with diaspora representatives, embassies, consulates, private sector, and other UN Agencies for the awareness of the development of Migration related Policy and other migration related activities outlined in project work plans.• Coordinate capacity building activities for the Government of Suriname, through organizing meetings, workshops, and training sessions, and the identification and procurement of equipment or improvement of facilities.	

- Compile, summarize, analyse, and present information/data on migration management to the Head of Office and Caribbean Coordination structures, highlighting noteworthy issues for the consideration of appropriate parties.
- Liaise with the Government of Suriname to identify stakeholders including Surinamese diaspora associations, organizations, and committees; embassy and consulate representatives; government, civil society and private sector agencies that engages with migrants; for participation in consultations for the development of the GoS policies and activities.
- Monitor budget implementation and propose adjustments as necessary for the implementation of the Suriname Diaspora Engagement Policy, Migration Governance Indicators and Capacity Building activities.
- Act as liaison with the Government of Suriname, and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, related to the integration of existing and new migrants in Suriname.
- Draft status reports, identify shortfalls in delivery, bring them to the attention of the Head of Office in Suriname and suggest corrective measures.
- Draft correspondence on project issues; prepare and update reports (interim & final), briefing notes, graphics, statistical tables, and other forms of documentation.
- Respond to complex information requests and inquiries; set up and maintain files/records.
- Participate in meetings and conferences; maintain effective liaison and coordination with the government of Suriname partners, intergovernmental and non-governmental organizations, donors, and other stakeholders relevant to migration.
- Monitor work of implementing partners and report any non-compliance to the supervisor.
- Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
- Provides guidance/training and assist in coordinating and monitoring work of other staff in the mission; may supervise other staff as assigned.
- Perform other related duties as assigned.

IV. 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, or Bachelor's degree with two years of relevant professional experience, or.
- Master's degree in the above mentioned fields.

EXPERIENCE

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non- governmental organizations,
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

Position specific skills, for example:

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
<ul style="list-style-type: none"> • Fluency in English and Dutch (oral and written). 	<ul style="list-style-type: none"> • Working knowledge of Spanish is also an advantage.

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and competencies:

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: 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 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: works strategically to realize the Organization’s goals and communicates a clear strategic direction.

SIGNATURES:

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

1 ST LEVEL SUPERVISOR	DATE
2 ND LEVEL SUPERVISOR	DATE

Applications should be submitted via email, no later than 10 April, 2023, with the subject line 'Vacancy- **National Project Officer (Government Liaison, Policy and Capacity Building)**'. The application must include: Curriculum Vitae and Application letter. Please note that applications are open only to Surinamese Nationals. 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.