



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Senior Programme Coordinator (CCCM)
Position grade	NO/D
Duty station	Kingston - Jamaica
Position number	
Job family	Operations
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Jamaica
Position rated on	Not applicable – Pre-classified
Classification	Ungraded
Typo of Appointment	Special Short Term Ungraded
Reports directly to	Beryl Response Coordinator for the Caribbean, Head of Office a.i.
Number of Direct Reports	2
Estimated Start Date	12 th August 2024
Closing Date	12 th January 2025
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the overall supervision of Regional Coordinator Officer for the Caribbean, and direct supervision of Emergency Coordinator for the Caribbean, the successful candidate will be responsible for leading the Shelter, Non-Food Items, Camp Coordination and Camp Management (Shelter/NFI/CCCM) and housing programmes, and main liaison with working groups of IOM and key stakeholders. This is in accordance with Emergency Response to Hurricane Beryl project being implemented by IOM, with funding from CERF, in fulfilment of the need identified for adversely affected communities within the parishes of Clarendon and Saint Elizabeth.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Participate in the development of the overall Shelter/NFI/CCCM and housing programmes and inter agency coordination strategy for IOM in the Country.2. Manage the overall implementation of the Shelter/NFI/CCCM and housing programme and coordination groups to guarantee that scope, budget, time, quality and position of IOM are in accordance with the	

different projects' specifications, donor requirements and IOM rules and regulations.

3. Exercise operational, administrative, and financial management responsibility for the successful implementation of the different projects, ensuring that the processes are transparent and in line with IOM and donor's regulations.
4. Ensure that the Shelter/NFI/CCCM and housing program is driven by a sound Monitoring, Evaluation and Learning framework that leads to continuous improvement and fine-tuning of systems and processes. Contribute to knowledge management between Headquarters, Regional Offices, Country Office and Resident Coordinator Office.
5. Ensure cross-cutting issues are integrated in the Shelter/NFI/CCCM, housing programming and in the working groups discussions such as GBV, AAP and other protection related mainstreaming.
6. Proactively identify program development opportunities, new funding sources, new thematic areas of technical intervention and establish strategic partnerships that promote the expansion of the IOM Shelter/NFI/CCCM and housing with option to the recovery portfolio at the country and regional level.
7. Actively liaise with the Shelter/NFI/CCCM and housing Cluster, other relevant agencies, government authorities / entities and any other relevant stakeholder to ensure that IOM Shelter/NFI/CCCM and housing activities are coordinated to avoid duplication, violation of national regulations or contravention of operational agreements set by the humanitarian community at the country level.
8. Manage and monitor technically and administratively the whole of the Shelter/NFI/CCCM and housing team. Ensure that adequate and relevant capacity building are provided to the members of the team.
9. Undertake duty travel relating to project/programme assessment and implementation, liaison with counterparts, problem solving, and new project/programme development, as required.
10. Follow up on operational, technical and administrative actions to implementing partners and compliance with minimum standards as IOM requirements.
11. Perform other duties as may be assigned.

IV. 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 with seven years of relevant professional experience; or

- University degree in International Relations, Sociology, Political Science, Business Administration, Engineering or a related field from an accredited academic institution with at least nine (9) years in a similar position, with good understanding of the socio-political context in Jamaica;

EXPERIENCE

- Experience in programme coordination, including operational and managerial experience in the fields of CCCM, Emergency and Humanitarian Response, Disaster Management, Shelter, DTM and other relevant areas;
- Experience in liaising with Jamaican governmental authorities, donors, national and international institutions, UN agencies, Non-governmental organizations, local communities in a multi-cultural setting;
- Experience with gender and issues around gender-based violence;
- Familiarity with financial and administrative management, preferably in IOM or UN agencies.

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.

V. LANGUAGES

Required	Desirable
Fluency in English (oral and written).	N/A

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 3*

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

- 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 3*

- 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:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

How to Apply:

Applications should be submitted via email, no later than 2nd August 2024 to iomkingston@iom.int with the subject line 'Vacancy- M&E Project Assistant'. The application must include Application Letter and Curriculum Vitae. Please note that applications are open to Jamaicans and Caricom Nationals and Residents.

We thank all applicants for your expression of interest. However, only short-listed candidates will be contacted.