



International Organization for Migration (IOM)

The UN Migration Agency

VN HoO EE10-2022

Open to Internal and External Candidates

Position Title : **Head of Office**
Duty Station : **Tallin, Estonia**
Classification : **National Officer, NOA, full time**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **24th January 2022**

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.

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 Regional Director, and in close coordination with relevant units at the Regional Office, the incumbent will be responsible and accountable for the activities of IOM Estonia, including day to day management and implementation of relevant programme activities, donor liaison, and staff management.

The Head of Office is responsible for liaison with the Government regarding the full range of IOM activities and keeping the Regional Office (RO) and Headquarters (HQ) Units informed of relevant government concerns, emergencies, and programmatic developments.

The incumbent is responsible and accountable for developing and promoting IOM's strategy and programming within the overall regional framework. In particular, the incumbent will:

Core Functions / Responsibilities:

1. Maintain liaison with governmental authorities and diplomatic missions, UN agencies, international, regional and non-governmental organizations as well as voluntary agencies, airlines and public media.
2. Promote the full range of IOM programmes and services in Estonia and keep the Regional Office informed of relevant country specific concerns and programmatic developments.

3. Identify programmatic opportunities, develop projects and fundraising strategies.
4. Plan, organize, implement and coordinate all aspects of projects implemented in IOM Estonia, in close coordination with the donors and other stakeholders.
5. Ensure that proper monitoring and backstopping mechanisms are in place, including the required internal evaluations of the projects under implementation, and to ensure compliance with all reporting obligations.
6. Coordinate the collection, updating and storage of relevant data on project implementation. Prepare statistical analysis, narrative and progress reports, including advising the Sub-Regional Coordinator on recommendations to present to donors and implementing partners.
7. Ensure regular consultation, liaison and organization of meetings with IOM's implementing partners in matters arising from the implementation of project activities.
8. Undertake duty trips as necessary for monitoring, coordination and liaison; to attend relevant meetings, conferences, etc.
9. Manage personnel, budgetary and financial matters related to the projects implemented at IOM Estonia in close coordination with IOM Helsinki and together with other project staff in IOM Estonia; coordinate on the oversight/management aspects of the IOM Estonia Office.
10. Contribute to the advancement of Regional priorities.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in Political or Social Sciences, International Relations, Business Administration, Law or a related field from an accredited academic institution; or,
- University degree in the above fields with two years of relevant professional experience.

Experience

- Experience in humanitarian programmes for migrants and capacity-building activities;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Experience in project management/development;
- Familiarity with financial and business administration; and,
- Knowledge of the country.
- Familiarity with financial and business administration;

- Sound and proven understanding of internal and international migration issues in Country and related issues; and,
- Knowledge of the Region is an advantage.

Languages

Fluency in English and Estonian are required. Any other IOM official language is an advantage.

Required Competencies

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 Competencies¹ – 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 and 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.

Please refer to the IOM Competency Framework for more information on the level of competencies required: https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Other

¹ As applicable.

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

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

How to apply:

Interested candidates are invited to submit their applications (CV or [Personal History Form](#), Cover Letter) to ROBrusselsRecruitment@iom.int by **Monday 24th January 2022** at the latest, quoting VN HoO EE10-2022 and your last name in the subject.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 7th January to 24th January 2022.