



International Organization for Migration (IOM)  
The UN Migration Agency

## **Open to Internal and External Candidates (SVN/FM/2018/05-02)**

Position Title : **National Head of Sub-office**  
Duty Station : **IOM Chuuk, the Federated States of Micronesia**  
Classification : **National Officer, NO-A Level, USD 1,559.25 net/month**  
Type of Appointment : **Special Short Term, Six months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **June 06, 2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

### ***Context:***

Under the direct supervision of the Chief of Mission and in close coordination with the Program Officer (DRR / CCA ) and other Programme Managers/Officer based in Pohnpei, the successful candidate will be responsible for assisting in the management of the sub-office including the oversight of projects and activities in their area, i.e. implementing the training elements, and other activities, of IOM programs including: the Community Adaptation, Disaster Risk Reduction, and Education (CADRE) Programme, Preparedness for Effective Disaster Response (PREPARE) Program.. The incumbent will also serve as the IOM focal point for the State of Chuuk and oversee the administrative and financial functions of the Sub-Office.

### ***Core Functions / Responsibilities:***

#### Sub - Office Management

1. Assist in monitoring and overseeing the administrative, financial, procurement and other related activities of the sub-office.
2. Implementing and maintaining IOM internal controls and developing appropriate controls relevant to the sub-office.
3. Exercising oversight on asset management, including fleet management for any official vehicles, owned or rented, that are being utilized in Chuuk State, and ensure compliance with vehicle usage instructions of IOM.
4. Provide supervision and guidance to the staff member as well as participate in the staff evaluation system of staff members.
5. Ensure office is compliant with UNDSS MOSS standards.

### Project Implementation

1. Oversee the implementation of training activities under the CADRE and PREPARE programs,
2. Prepare activities to recognize significant events such as the yearly observance of the International Day for Disaster Reduction (13 October) and FSM National Anti-Human Trafficking Day (22 January).
3. Conducts intermittent outreach regarding disaster preparedness efforts in support of the PREPARE program, including conducting training modules and coordination of emergency response planning efforts with Chuuk-based actors.
4. Conduct monitoring visits to sites of implementation to identifying improvements in project outputs in coordination with the Programme Managers.

### Coordination/Liaison

1. Coordinate and liaise with local government partners, NGOs, UN agencies, public and private sectors in relation to implementation of project activities and objectives and ensure the contact lists are updated.
2. Organize stakeholders visits to project sites and coordinates official work visits and coordinate with administrative staff at Pohnpei Head Office regarding project related appointments to enable them to maintain project calendars and coordinate visits by the Chief of Mission and Programme Managers.
3. Participate in regular meetings coordinated by the CoM, Project/Program Managers and Unit Heads and assist PMs in the preparation of project reports, through the provision of timely information related to FSM operations.
4. Assist in the administrative requirements for accurate monitoring of the program, including monthly reports and Notes for File.
5. In coordination with the Chief of Mission and Program Managers, represent IOM at conferences, meetings and other forums

### Other duties

1. Assist the Chief of Mission in project development and preparation of donor reports.
2. At the request of the Chief of Mission, participate in staff development and trainings.
3. Act with integrity and professionalism and in accordance with IOM's Standards of Conduct, at all times.
4. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

- University Degree from an accredited community college in Social Sciences, International Relations, Public Health, Management or a related field from an accredited academic institution with relevant professional experience;
- At least two years of relevant professional and managerial experience;
- Experience writing reports and/or correspondences;
- Experience working in an international organization, embassy or non-governmental organizations.
- Holder of a valid driver's license in the FSM

## **Languages**

Fluency in English both oral and written is a must.

## **Desirable Competencies**

- **Accountability**- accept and give constructive criticism, follow all relevant procedures, processes, and policies, meets deadline, cost, and quality requirements for outputs
- **Client Orientation**- identify the immediate and peripheral clients of own work, establish and maintain effective working relationships with clients
- **Continuous Learning**- contribute to colleagues' learning, demonstrate interest in improving relevant skills
- **Communication** – actively share relevant information, clearly communicate, and listen to feedback on, changing priorities and procedures
- **Creativity and Initiative**- proactively develop new ways to resolve problems
- **Leadership and Negotiation** - convince others to share resources, present goals as shared interests
- **Performance Management** - provide constructive feedback to colleagues, provide fair, accurate, timely, and constructive staff evaluations
- **Planning and Organizing** - set clear and achievable goals consistent with agreed priorities for self, and others, identify priority activities and assignments for self and others
- **Professionalism** - master subject matter related to responsibilities, identify issues, opportunities, and risks central to responsibilities
- **Teamwork** - actively contribute to an effective, collegial, and agreeable team environment. Contributes to and follow team objectives. Seek input and feedback from others. Actively support and implement final group decisions. Take joint responsibility for team's work.
- **Technological Awareness**- learn about developments in available technology, proactively identifies and advocates for cost-efficient technology solutions
- **Resource Mobilization**- Establishes realistic resource requirements to meet IOM needs
- **Technical** - Delivers on set objectives in hardship situations; effectively coordinates actions with other implementing partners; and works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office and regional objectives.

## **Other**

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

Only candidates residing in the country 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, as applicable.

## **How to apply:**

A completed applications package consisting of a cover letter (not more than one page), curriculum vitae highlighting the required education and experience, School credentials and the names and contact details of 3 referees, may be delivered to the IOM Office in Pohnpei/Chuuk/Yap/Kosrae, FSM or submitted electronically to [HRmicronesia@iom.int](mailto:HRmicronesia@iom.int).

## **Posting period:**

From 21.05.2018 to 06.06.2018