



## SVN/NO10/2024/003

Position Title : **Senior Programme Assistant (Programme Support)**  
Duty Station : **Oslo, Norway**  
Classification : **General Service Staff, Grade 6**  
Type of Appointment : **Special Short Term Graded (SST Graded), until 31 December 2024, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **24 April 2024**

*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:**

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 nongovernmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all.

Under the direct supervision of the Chief of Mission (CoM) and in close coordination with the Programme Coordinator of IOM Norway, and in collaboration with relevant colleagues in the IOM Nordics Sub-Regional Coordination Office in Copenhagen, Regional Office in Brussels, and HQ, the successful candidate will be responsible for spearheading the Mission's work, including but not limited to, project reporting, monitoring & evaluation (M&E), knowledge management, media & communication, and liaison with relevant stakeholders and partners in Norway.

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

1. Support the CoM to monitor and analyze the operating environment in Norway and assist to review and update the Mission's operational strategy and practices as well as risk assessment in line with the Norwegian and international legal frameworks and the local context.
2. In collaboration with the respective units within the Mission (such as Programmes, Resources Management Unit (RMU), etc.), support in identification of potential areas for new activities, select and summarize background information, assessing the local context, needs and drafting concept notes, project proposals, and budgets.
3. Support the development and review M&E frameworks, work plans, donor reports, and partner agreements.

4. Support the CoM with tracking narrative and financial reporting deadlines, by following up with Programmes and RMU to prepare periodic and annual narrative reports in line with donor and the organization's requirements.
5. Facilitate the internal endorsement/approval process of project documents and reports prior to submission to external partners, including donors, UN and other relevant stakeholders, verifying compliance with the donor's and the organization's requirements and procedures.
6. Coordinate that the mission's knowledge management database is organized, updated regularly by relevant staff in the Mission and stored in accordance with Data Protection guidelines.
7. Support the CoM and Project Coordinator with communication and liaising with National Authorities and counterparts, donors and any other relevant stakeholders on the Mission's operational matters, strengthening collaboration on the ongoing projects and thematic areas.
8. Support CoM in mapping new project opportunities by conducting research and analysis of the needs, in cooperation with various internal and external stakeholders.
9. Act as the Mission focal point in data and evidence gathering, research and analysis to facilitate planning and knowledge sharing.
10. Draft, review, and analyse internal reports, briefings, donor reports, background information, project summaries, narratives, statistical analysis and talking points as necessary and required.
11. Support the Mission's efforts in liaising with governments, UN agencies, embassies, partners, other IOM missions (including Headquarters, Regional Office in Brussels and Nordics Sub-Regional Coordination Office in Copenhagen) and other Mission counterparts; maintaining and enhancing networking, act as a focal point in following up on deadlines, commitments, action points and deliverables as they relate to the Mission.
12. In close coordination with the CoM, review and/or draft all external communications related to IOM's activities, including communications to external partners, NGOs, media and press, UN and international community and all levels of the government in Norway.
13. Act as focal point for the Mission's media & communication, and publicity and visibility activities, including the Mission's social media accounts (Facebook, X (formerly Twitter), Mission website, etc.).
14. Assist in the implementation of monitoring & evaluation activities by providing technical support, in line with mission's strategies and in compliance with donor requirements and identify shortfalls in delivery and bring them to the attention of the supervisor and suggest remedial actions.
15. Perform any other duties as may be assigned.

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

### ***Education***

- University degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience; or
- High School Diploma with, at least, six years of relevant experience.

### ***Experience and skills***

- 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;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Strong work ethics and commitment to humanitarian principles Strong interpersonal and communication skills;
- Knowledge of office software packages (MS Word, Excel, etc.) and spreadsheet and database packages.

## **Languages**

For all applicants, fluency in English and Norwegian is required (oral and written). Knowledge of any other languages is an advantage.

## **Required Competencies**

IOM's competency framework can be found at this [link](#).

## **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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

## **Core Competencies – behavioural indicators**

- 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.

## **Other**

IOM is committed to a diverse and inclusive environment.

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.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Norway will be eligible for consideration.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

## **How to apply:**

Interested candidates are invited to submit their applications to [iomoslohr@iom.int](mailto:iomoslohr@iom.int) by **24<sup>th</sup> April 2024 23:59** (Oslo time), referring to this advertisement in the subject line (SVN NO10/2024/003) and including the following documents in English:

a) CV

b) Cover Letter

In order for an application to be considered valid, IOM only accepts applications duly completed.  
IOM reserves the right to contact shortlisted candidates only.

***Posting period:***

From 11 April 2024 to 24 April 2024