



SVN NO10/2024/004

Position Title : **Senior Programme Associate (AVRR)**
Duty Station : **Oslo, Norway**
Classification : **General Service Staff, Grade 7**
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.

Assisted Voluntary Return and Reintegration (AVRR) is one of the key IOM expertise areas with more than 40 years of experience worldwide. IOM Norway collaborates with the Norway Government in providing assistance to beneficiaries to voluntarily return to their countries of origin in a safe and dignified manner. IOM assistance includes counselling, support with travel documents, departure, transit and arrival assistance as well as reintegration.

Under the direct supervision of the Programme Coordinator and overall supervision of the Chief of Mission, the incumbent will be responsible for managing the Assisted Voluntary Return & Reintegration (AVRR) Unit and overseeing the below mentioned functions in the IOM Country Office in Oslo, Norway.

Core Functions / Responsibilities:

1. Lead, oversee and coordinate the implementation of IOM Norway's AVRR programming, including the Voluntary Assisted Return Programme (VARP); monitor implementation of activities for all components to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best adapt to changing needs and environment in the field.
2. Coordinate the Monitoring and Evaluation (M&E) of all AVRR activities and e-filling in close collaboration with M&E assistant, identify shortfalls in delivery and bring them to the attention of the supervisor and suggest remedial actions.

3. Maintain close communication with the IOM Missions in Countries of Origin to ensure timely implementation of assistance and sharing of documentation, as well as to collate and verify that M&E data sent from the missions is of high quality and in accordance with the donor's and the organization's requirements.
4. Regularly research, follow-up, compile, analyse and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, particularly in the field of return, readmission and reintegration, highlighting noteworthy issues for the consideration of Programme Coordinator and Chief of Mission.
5. Monitor budget expenditures; verify availability of funds and maintain a proper record of approved AVRR project budgets and their revisions.
6. Coordinate and monitor the financial, administrative and technical aspects of the AVRR projects in line with IOM policies and donor requirements.
7. Ensure that the AVRR section of the mission's knowledge management database is organized, updated regularly by relevant staff in the AVRR team and stored in accordance with Data Protection guidelines.
8. Plan, coordinate and conduct capacity building workshops for relevant internal and external parties as well as external engagement with donors, embassies, municipalities and Reception Centers.
9. Coordinate planning and facilitation of seminars and events for external stakeholders, including overseeing all logistical arrangements, in close coordination with donors and embassies.
10. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the AVRR programming.
11. Coordinate the preparation of correspondence, briefing notes, presentations, narrative and financial reports; ensure status reports are prepared and submitted in a timely manner.
12. Identify and document good practices and lessons learned; contribute to the development of Standard Operating Procedures (SOPs), policies and concept papers in line with IOM's organizational policies, guidelines and instructions, and support the development of new projects.
13. Supervise, provide guidance and training to reporting staff and provide case management, outreach and M&E support when needed.
14. Support the Mission's media & communication through providing content related to AVRR for the Mission's website and social media accounts (Facebook, X (formerly Twitter), Mission website, etc.).
15. Perform any other related duties as 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 five years of relevant professional experience; or
- High School Diploma with at least seven 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 is required (oral and written).

Working knowledge of Norwegian and any other language 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.

Managerial Competencies – behavioural indicators

- 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.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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 by **24th April 2024 23:59** (Oslo time), referring to this advertisement in the subject line (SVN NO10/2024/004) 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