



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

## Call for CV's

**Position Title:** Senior Program Assistant – Bosnia and Herzegovina Programme  
**Duty Station:** Washington, DC  
**Classification:** Ungraded  
**Type of Appointment:** Special Short Term, 6 months with Possibility of Extension  
**Estimated Start Date:** As soon as Possible  
**Reference Code:** CV US10-2017-02

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.

**Please be advised that this is a local position and as such only US citizens and residents will be considered**

### **Context:**

Under the direct supervision of the IOM Washington Global Coordinator for OTI Programs, and the overall supervision of the Head of the Community Stabilization Unit, the incumbent will provide support to IOM programming funded by the Office of Transition Initiatives (OTI). This position is required to support IOM Washington DC's daily communications on USAID/OTI-funded programs, in particular to support the IOM DC corner in USAID/OTI's 4-Corner communications model.

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

- Facilitate full knowledge and understanding of all OTI-funded IOM programs, in particular by reading and assisting with the editing of weekly and quarterly reports of OTI programs being implemented by IOM field Missions;
- Serve as the primary focal point for the assigned programs, specifically the IOM Bosnia and Herzegovina program, the OTI DC Corner, and the IOM Field Office; including the OTI DC Program Point of Contact in the absence of Program Officers or as required;
- Develop security awareness for countries where IOM is implementing an OTI program and ensure the timely submission of relevant program security updates to OTI Washington;
- Develop an understanding of OTI proprietary management tools and systems, including OTI Anywhere, OTI Web-Based Database, pipelines, Program Performance Reviews, Program Management Reviews, Rolling

- Assessments, and Strategic Review Sessions and ensure that the terms of those systems are well respected;
- Participate in, and lead if needed, briefings with OTI and USAID and participate, in calls with OTI and field-based colleagues to maintain a strong understanding of field procedures, rules/regulations and programming developments. Prepare meeting agendas and notes, and coordinate follow-up on action points;
  - Become familiar with program standardized M&E tools, particularly mechanisms required to carry out the three levels of “rolling analysis” - country, programme and activity. Make recommendations to strengthen activity and program level M&E;
  - Monitor and review ongoing activities of the programme, facilitate and oversee the exchange of monitoring information among all IOM’s OTI-funded programmes, to support information sharing, cross program learning and the development of standardized M&E approaches to programming, as appropriate and in close coordination with the Global Coordinator for OTI programs;
  - Provide support to program field-based M&E colleagues, to support the preparation of activity and program level evaluation reports;
  - Support the development and diffusion of key training materials related to OTI specific programming activities, including M&E-focused trainings to IOM Washington and Field-based staff;
  - Verify that records of the procedures and templates used by the IOM/OTI teams in the field are consolidated and maintained. Support the preparation of specific guidelines, including the preparation of standardized programming documents on topics identified by the supervisor;
  - Support the preparation and revision of budget pipelines required for each new obligation as well as budget and budget notes for ceiling extensions. Create and maintain a tracking mechanism for all pipelines and budgets for each IOM/OTI program;
  - Support the preparation and revision of concept notes, proposals, and budgets for new OTI programming; research potential countries for OTI programming and programming modalities, and prepare reports or informational pieces for review by the Program Officers and submission to OTI;
  - Be prepared to travel to the field to provide program surge support as required;
  - Support the development and diffusion of key training materials related to OTI specific programming activities, including database trainings to IOM Washington staff or initial database training to staff to be deployed to the field;
  - Complete OTI trainings as rolled out on OTI Anywhere and participate in trainings provided by OTI for implementing partners. Represent IOM at implementing partners’ meetings with OTI and USAID, as required;
  - Support the OTI HR/CSU Administrative Assistant as needed;

- Perform other duties and responsibilities as may be assigned by the IOM Washington Chief of Mission and/or Head of CSU.

### ***Required Competencies:***

#### **Behavioral**

##### **Accountability**

- Accepts and gives constructive criticism;
- Follows all relevant procedures, processes, and policies;
- Meets deadline, cost, and quality requirements for outputs;
- Monitors own work to correct errors;
- Takes responsibility for meeting commitments and for any shortcomings;

##### **Client Orientation**

- Identifies the immediate and peripheral clients of own work;
- Establishes and maintains effective working relationships with clients;
- Keeps clients informed of developments and setbacks;
- Continuous Learning;
- Contributes to colleagues' learning;
- Demonstrates interest in acquiring skills relevant to other functional areas;
- Keeps abreast of developments in own professional area;
- Identifies and monitors changes in the needs of clients, including donors, governments and project beneficiaries;

##### **Communication**

- Actively shares relevant information;
- Clearly communicates, and listens to feedback on, changing priorities and procedures;
- Writes clearly and effectively, adapting wording and style to the intended audience;
- Listens effectively and communicates clearly, adapting delivery to the audience;

##### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services;
- Expands responsibilities while maintaining existing ones;
- Persuades others to consider new ideas;
- Proactively develops new ways to resolve problems Leadership and Negotiation;
- Convinces others to share resources;
- Actively identifies opportunities for and promotes organizational change;
- Presents goals as shared interests;
- Articulates vision to motivate colleagues and follows through with commitments;

##### **Performance Management**

- Provides constructive feedback to colleagues;
- Identifies ways for their staff to develop their abilities and careers;
- Provides fair, accurate, timely, and constructive staff evaluations;
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures;

- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations;

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others;
- Identifies priority activities and assignments for self and others;
- Organizes and documents work to allow for planned and unplanned handovers;
- Identifies risks and makes contingency plans;
- Adjusts priorities and plans to achieve goals;
- Allocates appropriate time and resources for own work and that of team members;

### **Professionalism**

- Masters subject matter related to responsibilities;
- Identifies issues, opportunities, and risks central to responsibilities;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Persistent, calm, and polite in the face of challenges and stress;
- Treats all colleagues with respect and dignity;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;
- Knowledgeable about and promotes IOM core mandate and migration solutions;

### **Teamwork**

- Actively contributes to an effective, collegial and agreeable team environment;
- Contributes to, and follows, team objectives;
- Gives credit where credit is due;
- Seeks input and feedback from others;
- Delegates tasks and responsibilities as appropriate;
- Actively supports and implements final group decisions;
- Takes joint responsibility for team's work;

### **Technological Awareness**

- Learns about developments in available technology;
- Proactively identifies and advocates for cost-efficient technology solutions; Understands applicability and limitation of technology and seeks to apply it to appropriate work;

### **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;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

### ***Education and Experience:***

- Bachelor's, equivalent or higher degree, preferably in Development, Political or Social Science, Business Administration, International Relations, Law or a related field from an accredited academic institution with a minimum of 4 (four) years' relevant experience required, preferably with an international organization in the relief and development field;
- Strong competency in project budgeting and financial reporting for US government;
- USAID/OTI experience is an advantage;
- Experience in the design and implementation of monitoring and evaluation plans in small-scale grants, preferably with experience in the field of research, monitoring and/or evaluation;
- Excellent writing ability in the English language;
- High level of computer literacy particularly Excel;
- Strong analytical and communication skills;
- Ability to coordinate with, and across, multiple stakeholders on complex issues;
- Ability to work under tight timelines;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Strong degree of personal commitment and drive for results;
- Field experience, particularly in transition and stabilization programming, is an advantage.

### ***Languages:***

Fluency in English is required. Knowledge of a local language is an asset.

***How to apply:*** Please submit a letter of interest and up-to-date curriculum vitae by November 16, 2017 at the latest to [IOMDCVN@iom.int](mailto:IOMDCVN@iom.int)

***Only shortlisted candidates will be contacted***

***The appointment to this position is subject to funding availability***

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#### **IOM Washington**

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