



IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-078**
Position Title : **Senior Program Support Assistant**
Duty Station : **Warsaw, Poland**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **Open-ended**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

Working under the overall supervision of the Chief of Mission and direct supervision of the Program Coordinator (PSU), the successful candidate will be responsible for the implementation and coordination of the Mission's Programme Support processes which will include donor reporting, project development, Monitor & Evaluation strategies, methodologies, and contingency plans that respond to new and emerging contexts for IOM Poland.

Core Functions / Responsibilities:

1. Support programme managers and reporting officers in compiling donor and other periodic reports in line with plans and agreed reporting schedules.
2. Prepare necessary reports and disseminate them to relevant stakeholders and highlight necessary follow-up actions as required.
3. Gather programme information and data relevant to the mission for external and internal publication
4. Support the Programme Coordinator (PSU) to develop, train and mentor the staff of the unit, using SES, Probation Evaluation and other IOM Performance Management systems, along with succession planning where possible.
5. Support the Media and Communication and the M&E units to document the process and activities of on-going projects such as capturing case stories for donor reports, website and newsletters based on M&E activities in the project sites.

6. Implementation of monitoring, evaluation, and reporting activities at project sites according to the programme goals and objectives in close coordination with the M&E Officer.
7. Facilitate regular feedback from beneficiaries and stakeholders on activities and services provided through the organization's support in close coordination with relevant colleagues.
8. Roll out the M&E framework for accurate implementation of M&E tools in each programme/project, ensuring that they are implemented periodically.
9. Organize trainings on M&E activities for IOM and implementing partner staff as necessary.
10. Provide technical support to implementing partners for quality of data collection, consolidation, analysis and reporting by conducting regular spot visits to the project sites and supervision.
11. Ensure receiving progress reports from the implementing partners in a timely manner as per requirements and review them with support from the M&E officer as well as relevant programme managers.
12. Support and coordinate periodic reviews and evaluations in the project sites.
13. Conduct beneficiary and community satisfaction surveys to collect feedback on the services delivered.
14. Undertake duty travel related to PSU activities as required.
15. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- University Degree from an accredited academic institution in Social Science/Public Relation/Economics/Development Studies/ International Relations or other relevant disciplines with four years experience;

Experience

- Substantial experience in the implementation of monitoring and evaluation plans, preferably with monitoring of field activities.
- Proven experience with M&E methods and approaches, planning and implementation of M&E systems, information/data collection, entry, analysis and report writing
- Strong coordination, negotiation, mobilizing and facilitation skills.
- Experience organizing training programs and similar events an advantage.
- Experience in liaising with partner organizations, national and international institutions an advantage.
- Must be proficient with MS Office.
- Familiarity with humanitarian assistance programming an advantage.
- Good verbal and written communication skills in English.

Languages

Fluency in English is required.

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.

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.

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

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

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

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including a **CV and a completed Personal History Form in English by email to: IOMPolandHR@iom.int**., specifying the vacancy reference number **PLCFA22-078 and full name** in the subject line.

Please click this link to access [the Personal History Form \(two pages\)](#).

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 26 May 2022 – open-ended

