Position Title: Project Manager  
Duty Station: Conakry, Guinea  
Classification: Professional Staff, Grade P2  
Type of Appointment: Special short-term graded, Six months with possibility of extension  
Estimated Start Date: As soon as possible  
Closing Date: 03 January 2020

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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
   - Antigua and Barbuda
   - Cabo Verde
   - Comoros
   - Cook Islands
   - Cuba
   - Djibouti
   - El Salvador
   - Fiji
   - Gabon
   - Grenada
   - Guinea-Bissau
   - Guyana
   - Holy See
   - Iceland
   - Kingdom of Eswatini
   - Kiribati
   - Lao People's Democratic Republic
   - Latvia
   - Libya
   - Marshall Islands
   - Micronesia (Federated States of)
   - Montenegro
   - Namibia
   - Nauru
   - Palau
   - Papua New Guinea
   - Saint Kitts and Nevis
   - Saint Lucia
   - Saint Vincent and the Grenadines
   - Samoa
   - Sao Tome and Principe
   - Seychelles
   - Solomon Islands
   - Suriname
   - The Bahamas
   - Timor-Leste
   - Tonga
   - Tuvalu
   - Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Since 2005, IOM Guinea has been the major International Organization working with the Government of Guinea in the fight against Trafficking in Persons (TIP). IOM Guinea has been working in close collaboration with the National Committee for the fight against Trafficking—“Comité National de Lutte Contre la Traite de Personnes et Pratique Assimilées” (CNLCTTPA) in the development of a legislative framework for the effective investigation and prosecution of cases of TIP. IOM’s constant involvement in the delivery of the National Committee’s programs has made a significant contribution to revitalize its functioning through the development of the current National Action Plan.

In 2007, IOM Guinea received financial support from Monitor and Combat Trafficking in Persons (J/TIP) to implement a pilot project that aimed at reinforcing the capacity of Guinean officials
engaged with the fight against TIP (mostly judicial officers, magistrates, prosecutors as well as law enforcement officers) and equipped them with the necessary tools to investigate and prosecute traffickers. Part of the activities of the project was the development of a legislative framework for the effective investigation and prosecution of cases of TIP.

Starting in May 2019, a new J/TIP funded project will support the Government of Guinea to expand the knowledge of stakeholders to comprehensively address TIP in Guinea. Specifically, the project will focus on prevention, and protection activities through an increased engagement of relevant Ministries, Non-Governmental Organisations (NGOs) and civil society. IOM Guinea aims at supporting the Government of Guinea to combat TIP through reinforcing the capacities of CNLTPPA, which is responsible for the national anti-trafficking policy design, development and implementation. IOM aims to strengthen CNLTPPA’s capacities to direct and implement public policies to combat human trafficking with special focus on prevention, protection and prosecution activities. Guinea is highly considered as a departure country with regards to irregular migration and as such has a high tendency of trafficking related activities including that of persons.

Under the direct supervision of the Chief of Mission and in close coordination with the Regional Thematic Specialist based at the Regional Office for West and Central Africa in Dakar, IOM Washington and Geneva-based specialists on counter-trafficking, the successful candidate will be responsible for coordinating and implementing the J/TIP II project.

**Core Functions / Responsibilities:**

1. Coordinate the overall implementation of the project “Assisting the Government of Guinea in Combatting Trafficking in Persons” in a timely manner, and track and monitor project expenditures and burn rates. Follow up on administrative and logistical support and provide technical guidance.

2. Organize the prevention and protection activities as detailed in the project documents and in close coordination with Government counterparts.

3. Participate in the design of Monitoring and Evaluation tools and check that all relevant IOM staff and stakeholders are appropriately trained on their importance and use. Monitor project progress to document and evaluate results, increase effectiveness and recommend appropriate action.

4. Oversee the implementation of project activities including the mapping of occurrences of trafficking and prevention opportunities in targeted sectors within new Ministries. Facilitate the development of relevant awareness raising material and lead its distribution in each sector.

5. Coordinate, in close coordination with government counterparts, all activities relating to the establishment of a functioning shelter for female adult Victims of Trafficking, supervise and coordinate the provision of direct care/victims’ assistance to adult victims of trafficking assisted under the project.

6. Provide technical guidance and training to relevant project staff and consultants, and other relevant stakeholders as needed.

7. Maintain strong work relations and liaison with government entities, the US embassy, UN agencies, and other stakeholders in Guinea.

8. Contribute to the creation of informational materials and facilitate communication and visibility for all project components.

9. Participate in relevant seminars, meetings, and other events to coordinate project activities.
10. Maintain an updated record of cases and files for the project and ensure data confidentiality. Coordinate knowledge management within the project for monitoring and evaluation, team and organizational learning, reporting, and innovation.

11. Draft donor and other reports and ensure proper information exchange on all operational aspects of the project between IOM, donors, and other stakeholders. Gather and collate general and specific information on programme activities as requested by donors/external parties, IOM Missions, HQs and other internal counterparts; coordinate internal evaluation(s).

12. Support other IOM Guinea counter-trafficking programs and activities with a view to strengthen processes and impact. Provide technical input into the development of mission and programme-specific policies and strategies.

13. Undertake site visits and duty travel as required.

14. Perform such other duties as may be assigned.

**Required Qualifications and Experience:**

**Education**

- Master’s degree in International Development, Political or Social Sciences, International Relations, Law or a related field from an accredited academic institution with two years relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience

**Experience**

- Experience in programme management in the field of counter-trafficking, protection and/or migrants' rights; this will preferably include experience working on a J/TIP programme;
- Operational and field experience in West Africa is of particular interest, including in the areas of project development, advocacy and capacity-building;
- Experience as a trainer, facilitator, and presenter on the topics of human trafficking and protection overall; experience in managing USG funded projects, particularly with J/TIP an advantage;
- Background in institutional and capacity-building; understanding of complex social-political environments; sound knowledge of the project cycle
- Experience in liaising with government counterparts and officials at the policy and senior management levels and in organizing stakeholder meetings and workshops;
- Thorough understanding and experience working with international human rights instruments, tools and standards with the adaptation and implementation the same in developing countries.

**Skills**

- Good knowledge of monitoring and evaluation tools and methodologies;
- Excellent knowledge of migration management principles, concepts and techniques;
- Thorough knowledge of human trafficking including adult trafficking in Africa;
- Ability to manage a complex programme with varied components.

**Languages**

IOM’s official languages are English, French and Spanish.
For this position, fluency in English and French is required (oral and written). Working knowledge of a local language and/or Spanish is an advantage.

1 Accredited Universities are the ones listed in the UNESCO World Higher Education Database (https://whed.net/home.php).

**Required Competencies:**

**Values** - all IOM staff members must abide by and demonstrate these three 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 level 2

- **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 level 2

- **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.
- **Strategic thinking and vision**: works strategically to realize the Organization’s goals and communicates a clear strategic direction.

IOM’s competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

**Other:**

Previous candidates do not need to re-apply.

Internationally recruited professional staff are required to be mobile.
Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station’s country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

**How to apply:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 03 January 2020 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

**Posting period:**

From 07.12.2019 to 03.01.2020

**No Fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

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