**Open to Internal / External Candidates**

<table>
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<tr>
<th>Position Title</th>
<th>Head of Office</th>
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<tbody>
<tr>
<td>Duty Station</td>
<td>New Delhi - India</td>
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<tr>
<td>Classification</td>
<td>NOB (UN salary scale)</td>
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<tr>
<td>Type of Appointment</td>
<td>Special Short -Term Contract (09 months with possibility of extension)</td>
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<tr>
<td>Estimated Start Date</td>
<td>As soon as possible</td>
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<tr>
<td>Closing Date</td>
<td>09 February 2020</td>
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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.

**Context:**

Under the direct supervision of the Regional Director (RD) of the Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand, and in close cooperation with relevant Units at ROAP and Headquarters (HQ), the successful candidate will be responsible and accountable for the activities of IOM India, overseeing and providing policy, administrative, programme and financial support to the IOM Country Office.

The incumbent will be IOM's principal interlocutor with the Government of India, as well as relevant ministries, diplomatic representatives, UN Agencies and other organizations, as well as local and international Non-Governmental Organizations (NGOs) and private sector in the country. S/he will be responsible for liaison with the Government regarding the full range of IOM services, as well as for keeping the Regional Office (RO) and Headquarters (HQ) informed of relevant government concerns and programmatic developments.

**Core Functions / Responsibilities:**

1. Control and manage administrative and budgetary matters and the financial resources of the India Country Office in accordance with the Organization's regulations and procedures. Monitor resources utilization in accordance with planned and budgeted programme activities and recommend remedial action where necessary.

2. Review migration related trends and issues in India and assist the Government in defining relevant objectives within the context of migration-relevant Sustainable Development Goals (SDGs), Global Compact for Safe, Orderly and Regular Migration (GCM) and IOM's Migration Governance Framework (MiGoF) and Migration Crisis Operations Framework (MCOF), etc. and as aligned with the IOM Strategic Vision. Provide inputs for the development of resource mobilization strategies to address such issues.
3. In coordination with the ROAP and in collaboration with relevant authorities, identify, propose and participate in the development of new programmes that are in line with the IOM overall mandate and are relevant to IOM’s strategic framework in India and beyond. Draft concept notes, project proposals and other relevant documents, including drafting project revisions and project budget adjustments on the basis of changed work plans. Contribute to fund raising activities in accordance with regional and national programme strategies.

4. Maintain and further develop strong contacts and close working relationships with local governmental authorities and diplomatic missions, UN agencies, donors, international organizations, non-governmental organizations, as well as professional associations, research and universities in the country.

5. In coordination with the RD, follow up to renew the cooperation agreement with the Government of India.

6. Supervise and provide guidance to staff with the overall implementation of ongoing projects in the mission, ensuring compliance with the relevant IOM and donors’ policies and procedures, in coordination with the relevant Regional Thematic Specialists (RTSs) and Unit Heads in ROAP.

7. Supervise and monitor to ensure that the internal standard protocols/policies/rules are followed to prevent fraud and mismanagement in all activities.

8. Participate in appropriate policy and operational United Nations Country Team (UNCT) inter-agency mechanisms, in particular with a view to inserting migration related issues into the UN Sustainable Development Cooperation Framework and to promote partnerships/collaborations in line with UN system reform process.

9. Participate in the regional and international processes and dialogues on migration relevant to India and review, follow up and implementation of the Global Compact for Migration for Orderly, Safe and Regular Migration (GCM), and the migration related Sustainable Development Goals (SDGs) going forward. Engage with government counterparts and the UN Country Team in these initiatives particularly with IOM’s role as coordinator and secretariat of the UN Network on Migration.

10. Report regularly to the Regional Director and advise relevant ROAP Units and HQ Departments and Divisions as appropriate on activities, progress achieved and developments in India. Prepare regular and specific narrative, impact, financial, evaluation and statistical reports covering IOM activities in the country by using appropriate corporate tools. Prepare briefings and background information requested by the Regional Office and HQs, the Government and other entities.

11. Represent IOM with the Government of India and at relevant fora, including national and international conferences, meetings with ministries and government officials, coordination meetings and meetings related to migration, development and humanitarian assistance.

12. Participate in the develop and implement IOM communication strategy and media relations and promote IOM and its work in the country.
13. Perform such other duties as may be assigned.

**Required Qualifications and Experience**

**Education**

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

**Experience**

- Experience in project administration, management and technical cooperation, preferably within the humanitarian field;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Familiarity with financial and business administration;
- Sound and proven understanding of internal and international migration issues in the sub-region and related issues;
- Sound knowledge of SCR & conflict transformation theory and practice;
- Good Communication and interpersonal skills; Excellent drafting, analytical and managerial skills; and,
- Experience in liaising with senior government officials and/or civil society advantageous

**Languages**

Fluency in [English] and [Hindi] is required.

**Required Competencies**

**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**

1 – 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 and 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**

**How to apply:**

Interested candidates are invited to submit their applications via e-mail to iomindiajobs@iom.int referring to the reference number: HR/0001/2020 with the following documents:

- Cover letter;
- Curriculum vitae;
- IOM Personal History Form (may be downloaded from [https://www.iom.int/jahia/webdav/site/myjahiasite/shared/shared/mainsite/about_iom/recruitment/phf.pdf](https://www.iom.int/jahia/webdav/site/myjahiasite/shared/shared/mainsite/about_iom/recruitment/phf.pdf)).

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

**ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT**