



International Organization for Migration (IOM)
The UN Migration Agency

VN 2024 / F / 001

Open to Internal and External Candidates

Position Title : **Chief of Party (COP)/Head of Sub-Office**
Duty Station : **Tangier, Morocco**
Classification : **NO-D**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **September 8th , 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 has been present in Morocco since 2001, and opened the mission in Rabat in 2007.

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:

Under the overall supervision of the Regional Director and direct supervision of the Chief of Mission (CoM), and in close coordination with the Programme Unit and the Resources Management Unit, the Chief of Party (COP)/Head of Sub Office will be responsible and accountable for the overall management and administration of the IOM Sub-Office and the FORSATY Plus Program in Tangier, including a Field Office in Tetouan. He/She will supervise five staff members including a P3, four national officers and one general service staff and for the overall supervision of the Sub-Office staff and structure. The COP/Head of Sub Office is responsible for the following:

Core Functions / Responsibilities:

1. Supervise and manage the Operational, Human Resources (HR), Administrative, Financial and Supply Chain functions of the Sub-Office in accordance with the IOM's rules and regulations and streamline the implementation of institutional procedures across the Sub-Office;
2. Lead the management, recruitment, training and capacity building of Sub-Office staff and third-party contractors, if applicable, based on programme assessment, available budget and performance indicators;
3. Lead FORSATY Plus to attain overarching objectives and steer implementation and decision-making in accordance to IOM and Donors principles and strategies;

4. Represent IOM in meetings with Government Authorities, Donors, International Organizations, Non-Governmental Organizations (NGOs), Voluntary Agencies, and Private Sector;
5. Establish, promote and strengthen working relationships with national, regional and local governmental authorities and representatives, international organizations and NGOs, and other stakeholders in the fields of Youth Development, Countering/Preventing Violent Extremism (P/CVE), Socioeconomic Integration, Institutionalization, and Migration Management;
6. As CoP on the USAID/FORSATY Plus program, and manager of other donor funding including Netherlands funding, direct and monitor the implementation and reporting of all activities in line with IOM standards and in accordance with the stipulations of each donor/grant agreements;
7. Undertake duty travel related to program assessments and guidance, liaison functions, management and monitoring meetings;
8. Ensure production of deliverables in compliance with donor/grant agreements and within established timelines;
9. Provide regular and timely updates and reports, program achievements, challenges, finances and donor liaison issues to the CoM and other senior management staff;
10. Maintain oversight of program deadlines, technical, narrative and financial reporting requirements in accordance with IOM rules and regulations, as well as Donors agreements, in close coordination with the Country Office, the Regional Office and other relevant IOM Offices;
11. Maintain oversight of technical progress in close coordination with program Specialists/Managers and use adaptive management to ensure implementation stays on track and within established timelines;
12. Monitor the international, national and local development contexts to identify opportunities and threats; conduct risk analysis when appropriate to mitigate risks; and seize emerging opportunities to boost performance and amplify impact;
13. Maintain oversight of IPs relations and delivery of results in close coordination with program Specialists/Managers;
14. Ensure compliance to mandatory IOM trainings for all staff, consultants and local partners;
15. Ensure adherence to the safety and security procedures for Sub-Office staff, premises and assets, in collaboration with the local Office of the United National Department of Safety and Security (UNDSS) and other relevant stakeholders;
16. Ensure compliance with IOM policies and procedures, including implementation of internal control measures to prevent fraud and mismanagement;
17. Take necessary measures, in coordination with the program management team and the Mission's Protection Unit, in ensuring prevention and proper responses to complaints of fraud, sexual exploitation and abuse, and other unethical practices;
18. Ensure the visibility of IOM and the donors as established in Donors agreement and as relevant to the context;
19. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in Political or Social Sciences, Humanitarian Affairs, Law, International Relations, Disaster Risk Reduction/Disaster Risk Management, or a related field from an

- accredited academic institution with seven years of relevant professional experience;
or,
- University degree in the above fields with nine years of relevant professional experience.

Experience

- Experience in managing humanitarian, complex and post conflict emergencies at an international level;
- Experience in liaison with the government authorities, donors, national/international institutions and multi-stakeholders
- Experience in project development and reporting;
- Experience in programme implementation, monitoring and evaluation; and,
- Experience working in the Region.

Skills

- Experience managing large and complex programs in governance, youth development, employment, countering violent extremism or comparable programming.
- Demonstrated ability to lead and coordinate multiple activities and to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Demonstrated supervisory experience in staff management including staff evaluations;
- Proven record of establishing and maintaining good working relationships with governmental and diplomatic authorities, national, regional and international institutions as well as civil society actors including the media and private sector;
- Good oral and written communication and, required.
- Experience working on USAID programs an advantage. Ability to work well under pressure and in difficult conditions;
- Excellent communication, analytical and negotiation skills, project development skills and ability to draft clearly and concisely; and,
- A high degree of computer literacy.

Languages

For this position, fluency in English and French is required (oral and written).
Working knowledge of Arabic is highly desirable.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.
- 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 *level 3*

- 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 actions 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 3*

- 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 leadership and professional potential.
- Empowering others: Creates 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

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to iomrecrute@iom.int, by September 8th, 2024 at the latest, referring to this advertisement. The application email subject should be « **Chief of Party (COP)/Head of Sub-Office** ».

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 26.08.2024 to 08.09.2024