

**SPECIAL VACANCY NOTICE: EE10-VN-2022-12**

**Open to Internal and External Candidates**

Position Title : **Programme Coordinator**  
Duty Station : **IOM Tallinn, Estonia**  
Classification : **General Service Staff, G7**  
Type of Appointment : **9 months, with the possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **January 18, 2023**

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.

IOM is committed to a diverse and inclusive work 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 direct supervision of the Head of Office (HoO) in Estonia; and in close collaboration with the programme team and relevant units at Headquarters, the successful candidate will be responsible for the overall management of IOM Estonia programmatic portfolio, including Assisted Voluntary Return and Ukraine response programs.

Specifically, he/she will be responsible and accountable for the development of work plans, staff supervision and coordination of activities under IOM Tallinn Emergency Response portfolio, in coordination with IOM support units and relevant thematic specialist at HQ and Brussels regional office.

***Core Functions / Responsibilities:***

1. Coordinate and monitor all daily activities, plan and keep track on project expenditures.
2. Draft new standard operating procedures (SOPs) and forms where required, refine existing project implementation tools and methodologies for efficient and effective implementation of IOM's interventions.
3. Prepare draft proposals, budgets and narrative reports, in compliance with IOM and donor requirements including guidelines.
4. Report on the developments in the field of migration and other issues related to emergency activities. Identify key areas of program expansion and support the set-up of new activities.

5. In coordination with the HoO, establish and maintain good working relationships with government officials, NGO's and other relevant stakeholders.
6. Conduct regular field monitoring visits and evaluations of project activities.
7. Attend official meetings, appointments and duty travel;
8. Perform any other duties as may be required.

### ***Required Qualifications and Experience***

#### **Education**

- School diploma with seven years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with five years of relevant professional experience.

#### **Experience**

- Experience in project development, management and evaluation.
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;
- Work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### **Skills**

- Excellent writing and communication skills;
- Knowledge of main migration issues in Estonia and current situation in the EU.
- Ability to draft clear and concise reports and project documents.
- Excellent knowledge of MS Office Applications including Office 365.

#### **Languages**

- Fluency in English and Estonian is required.
- Knowledge of Russian/Ukrainian languages is an advantage.

### ***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**

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**

- 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.

### **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.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

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

### **How to apply:**

Interested candidates with the required qualifications should submit a cover letter and a CV. Save them in the form "Your Family Name \_ Your First Name", either as .doc or as .PDF file (e.g.: Doe\_John.doc or Doe\_John.PDF). All applications must be addressed to the [iomtallinnhr@iom.int](mailto:iomtallinnhr@iom.int) quoting the above vacancy notice number/reference code as well as the last name of the candidate.

Only shortlisted candidates will be contacted. Unfortunately, we are not able to answer phone inquiries at this stage.

**Posting period:** From 21.12.2022 to 18.01.2023