



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **Partnership and Programme Support Officer (Public Health)**  
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 : **05 March 2019**

*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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:*

1. *Internal candidates*
2. *Qualified applicants from the following NMS countries:*  
*Antigua and Barbuda, Bahamas, Cook Islands, Cuba, Cabo Verde, Djibouti, Fiji, Micronesia (Federated States of), Gabon, Grenada, Guyana, Iceland, Kiribati, Comoros, Saint Kitts and Nevis, Lao People's Democratic Republic, Saint Lucia, Lesotho, Libya, Montenegro, Marshall Islands, Mauritania, Namibia, Nauru, Papua New Guinea, Palau, Paraguay, Solomon Islands, Seychelles, Suriname, Sao Tome and Principe, Eswatini, Timor-Leste, Tonga, Tuvalu, Holy See, Saint Vincent and the Grenadines, Vanuatu, Samoa*

### **Context:**

The portfolio of the IOM Public Health department in Guinea is growing and complexity with currently five projects implemented simultaneously with some other funding opportunities under development.

Working under the overall supervision of the Chief of Mission, the direct supervision of the Public Health Coordinator and in close collaboration with the Public Health Officer and field teams, the successful candidate will be responsible for providing overall support in Project Development, Donor and Partner Liaison, communications and administrative support to project implementation.

S/he will guide the new Programme Support Unit (PSU), supervising the Health Advocacy National Officer, the communication and project support assistants.

### **Core Functions / Responsibilities:**

1. Support and follow up on the development of concepts/proposals of new projects, resource mobilization initiatives related to or complementing the programme activities, as appropriate.

2. Maintain the continuous liaison with donor counterparts and national partners to facilitate a coordinated approach to project implementation and to identify synergies.
3. Keep and develop the relationship with national authorities, programme partners, civil society, the international community and donors for the successful implementation of project activities and visibility in close collaboration with the Health Advocacy officer.
4. Participate to donor coordination meetings and invitations from other institutions to identify synergies with the activities of the public health department.
5. Keep track of donor reporting requirements and submission deadlines by following up within the public health department for the timely preparation, review, and submission of all projects' reports.
6. Research and identify new institutional funding sources, monitoring opportunities regularly, sharing updated funding opportunities with relevant team members and keep contact with potential donors.
7. Promote the visibility of Public Health Department activities by developing and validating programme summaries, press releases, and other relevant information materials and their wide dissemination in collaboration with the Communication assistant.
8. Ensure the Organization of special event (High level meetings, workshop and international visits) linked to the Public health department activities, in collaboration with the Project support assistant.
9. Facilitate coordination and close collaboration with other Resources Management Unit units (Finance, logistics, Human resources, etc.).
10. Prepare for donor visits in coordination with the Public Health Coordinator and relevant units within IOM.
11. Perform such other duties as may be assigned.

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

#### **Education**

- Master's degree in Public Health 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 management and administration in Public Health, and relevant exposure to evaluation concepts and procedures;
- Experience in donor relationship, development of partnership with other institutions;
- Proven communication skills, and the ability to maintain effective working relationships with government authorities, international organizations and other project partners;
- Proven ability to work effectively and harmoniously in a team and with colleagues from varied cultures and professional backgrounds.

#### **Languages**

Fluency in French and working knowledge of English is required. Working knowledge of Spanish is an advantage.

## ***Desirable 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** – 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.

### ***Other:***

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 05 March 2019 at the latest, referring to this advertisement.

For further information, please refer to:

<http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

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

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

***Posting period:***

From 20.02.2019 to 05.03.2019

Requisition: SVN2019/62(P)-Partnership&ProgrammeSupportOfficer(PublicHealth)(P2)-Conakry,Gui (55842824) Released

Posting: Posting NC55842830 (55842830) Released