



**Open to Internal and External Candidates**

## **Vacancy Notice 2024-02**

Position Title : **Project Support Coordinator**  
Duty Station : **Prague, Czechia**  
Type of Appointment : **G6, OYFT**  
*Contract length pending funding confirmation;  
at least until 30<sup>th</sup> November 2024*  
Estimated Start Date : **As soon as possible**  
Closing Date : **25<sup>th</sup> April 2024**  
**(Extended)**  
**(L3 Vacancy Notice)**

*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. 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 Head of Office in Prague; and, in collaboration with relevant units at Headquarters, the Regional Office, and the Administrative Centres, the incumbent will be responsible for supporting the coordination of project development and monitoring and evaluation of the project portfolio of IOM Czechia.

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

1. Contribute to the development of results-based programmes and projects, concept notes and project proposals, in close coordination with the HoO, Project Managers, UNCT, relevant donors, government counterparts and project partners, by providing technical inputs and support that responds to emerging trends and priorities and that are in compliance with IOM and donor interests and requirements.
2. Review resource requirements, document programmatic needs, gaps and opportunities. Contribute to the alignment to IOM global, regional and country strategies during project development and donor reporting, including supporting and promoting use of Strategic Results Framework (SRF) global results and indicators.
3. Support the endorsement process for concept notes and project proposals. Support the Project Managers in drafting donor reports in close coordination with relevant units in the CO and RO in line with IOM policies, standards and internal procedures.

4. Research potential and realistic funding opportunities among government and non-government donors, review calls for proposals and collect donor information.
5. In support of knowledge management, maintain accurate, updated and pertinent records of all correspondences, project development and donor and institutional reporting files, and related information in IOM's relevant software application.
6. Support in establishment of monitoring and evaluation mechanism of projects of the Country Office.
7. In cooperation with Project Managers, track and maintain data on delivery on project indicators and compile them into reports for HQ and other Administrative Units.
8. Perform such other duties as may be assigned.

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

#### **Education**

- Bachelor's degree or higher in Social Sciences, Economics, International Relations or a related field from an accredited academic institution, with four years of relevant professional experience
- High School degree from an accredited academic institution, with six or more years of relevant professional experience.

#### **Experience**

- Experience working with international development and/ or humanitarian organizations, non-governmental or governmental institutions/ organizations in a multi-cultural setting.
- Proven experience in developing projects for various donors.
- Proven experience in report writing.
- Experience working in business development/ stakeholder management/ partnerships in the private sector is an advantage.

#### **Skills & Traits**

- Excellent writing skills
- Excellent communication skills
- Excellent networking skills
- Advanced proficiency in using MS Office

#### **Languages**

IOM's official languages are English, French, and Spanish.

- For this position, fluency in English and Czech is required (oral and written).
- Any other IOM official language is an asset.

### ***Required Competencies:***

The incumbent is expected to demonstrate the following values and competencies:

**VALUES** - All IOM staff members must abide by and demonstrate these five 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 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 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 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 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, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

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

#### ***How to apply:***

Interested candidates are invited to submit their applications – Personal History Form/CV and Cover Letter in English to [iompraguehr@iom.int](mailto:iompraguehr@iom.int) with email subject:

**“VN 2024-02 Project Support Coordinator”**.

Only applications submitted on or before 25<sup>th</sup> April, 23:59 Prague time will be considered.

#### ***Posting period:***

From 10<sup>th</sup> April 2024 until 25<sup>th</sup> April 2024 (extended).