



IOM International Organization for Migration

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Programme Coordinator  
(Multi Year Humanitarian Programme (MYHP))**

Duty Station : **Islamabad, Pakistan**

Classification : **Professional Staff, Grade P3**

Type of Appointment : **Special short term,  
Six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **November 06, 2015**

Reference Code : **SVN2015/126(P)-EXT**

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 has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favourably considered:*

*Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Botswana, Cambodia, Cape Verde, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guinea, Guyana, Holy See, Iceland, Israel, Jamaica, Lesotho, Libya, Lithuania, Luxembourg, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen*

*Applications from qualified female candidates are especially encouraged.*

### **Introduction**

Pakistan faces a variety of natural hazards that have led to recurrent disasters in past years, leaving behind critical gaps and heightened vulnerabilities within affected communities. The Multi-Year Humanitarian Programme (MYHP) for Natural Disaster Preparedness, Response and Recovery in Pakistan is based on a consortium led by the International Organization for Migration (IOM).

The consortium -- which comprises the Agency for Technical Cooperation and Development (ACTED), the Food and Agriculture Organization of the United Nations (FAO), the Health

and Nutrition Development Society (HANDS), the United Nations Children's Fund (UNICEF), and IOM -- has been formed to devise and deliver integrated, multi-sectoral, and good-value preparedness, response, and recovery programming that builds local capacities, meets life-saving needs, and supports community-level recovery in a way that enhances resilience for the future in a gender-sensitive manner. Areas prone to or affected by natural disasters across the country will be targeted under the scope of this four-year programme, funded through Pillar One of United Kingdom Department for International Development (DFID)'s MYHP for Pakistan. Preparedness activities will remain flexible and inclusive, incorporating standardized tools, standby arrangements, capacity development, partnerships, and prepositioning. Response will be timely and needs-based, informed by coordinated assessments and comprising Shelter/NFI and WASH distributions, service provision, and time-critical FSL support for livestock owners. Response activities will feed into integrated recovery programming that prioritizes community support, resilience building and innovation. Hazard- and province-specific triggers will be developed to outline criteria for a response in various potential scenarios

### ***Context:***

Under the overall supervision of Chief of Mission (CoM), the direct supervision of the Humanitarian Operations Manager, and in close coordination with consortium member agencies, the successful candidate will be responsible for the planning, smooth coordination, and effective and efficient implementation and oversight of the MYHP in Pakistan.

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

1. Ensure programme planning, coordination, delivery, and integration amongst consortium members, IOM programmes, and service units.
2. Support the development of a consortium management structure that will foster joint planning, coordination, participatory decision making, and cooperation among consortium members' agencies.
3. Ensure convergence among the programme planning of consortium members to further efficiency and effectiveness through building on comparative advantages and economies of scale while reducing parallel structures and avoiding duplication and overlaps. Key areas of focus include Shelter, WASH and Food Security and Livelihoods, with the overall goal to implement integrated preparedness, response, and recovery interventions.
4. Support the Humanitarian Operations Manager in providing regular updates for the MYHP strategy in the country.
5. Ensure continued and visible field presence at the provincial and district levels in line with the needs of the programme and in coordination with consortium members and downstream partners.
6. Analyze programme delivery and make recommendations to the Humanitarian Operations Manager for immediate and strategic improvements in the end-to-end management of programme and service units, in line with the programme's

operational strategy and key performance indicators.

7. Lead the adaptation/(re)formulation of common tools, standards, and methodologies including integrated information management systems in support of timely and reliable needs assessments, response planning, programme implementation, and reporting.
8. Ensure the performance of consortium members is in compliance with the MYHP approach to delivery, trigger mechanism, and execution of outputs as compared to set objectives and timelines of implementation and reporting. Identify problems and suggest solutions as appropriate.
9. Oversee preparation of regular and specific narrative reports covering the MYHP, including compilation of briefings and background information requested by the donor, the government, and other entities.
10. Provide oversight to ensure proper monitoring measures are in place, are regularly updated keeping in view lessons learned, and are appropriately reported on for progress updates, donor reports and evaluations.
11. Develop and maintain good liaison with government authorities, donors, the Humanitarian Country Team, NGOs, the private sector, civil society organizations, and community representatives, with the aim of coordinating and promoting consortium activities.
12. Coordinate and oversee the functionality of various consortium meetings and technical working groups, including the Information Management and Monitoring and Evaluation Working Group.
13. Coordinate and plan donor field visits jointly with all consortium members. Undertake duty travel as assigned by the CoM.
14. Perform such other duties as may be assigned.

## ***Required Competencies***

### **Behavioural**

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Creates a respectful office environment free of harassment and retaliation and promotes the prevention of sexual exploitation and abuse (PSEA);
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

## **Technical**

- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives;
- Represents IOM in high-level interactions with clients;
- Correctly interacts with and advises on interfacing with senior level stakeholders as appropriate;
- Develops effective partnerships with prospective donors and other stakeholders;
- Establishes and maintains effective working relationships with implementing partners;
- Identifies long-term trends and global political developments that can impact on the core mandates and their executions.

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

### **Education**

- Master's degree in Political or Social Science, Business Administration, International Relations, Development, Communications or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

### **Experience**

- Substantial field experience in disaster preparedness, response, and recovery;
- Experience in planning, oversight, implementation management and resilience programming;
- Experience working in a high-risk environment;
- Experience liaising with government authorities, local communities, and national and international institutions;
- Knowledge of donor funding mechanisms and requirements
- Demonstrated excellent interpersonal and donor liaison;
- Strong knowledge of the IOM/UN project life cycle an advantage;
- Excellent proven excellent leadership, coordination and information management skills;
- Superior reporting and writing skills;
- Familiarity with the region is an asset.

### **Languages**

Fluency in English is required. Working knowledge of Urdu and/or other local language is an advantage.

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

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment

system, by November 06, 2015 at the latest, referring to this advertisement.

For further information, please refer to:

<http://www.iom.int/how-apply>

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.

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

***Posting period:***

From 23.10.2015 to 06.11.2015

Requisition: SVN 2015/126 (P) - Programme Coordinator (Multi Year Humanitarian Programme (MYHP)) (P3) - Islamabad, Pakistan (54686023) Released

Posting: SVN 2015/126 (P) - Programme Coordinator (Multi Year Humanitarian Programme (MYHP)) (P3) - Islamabad, Pakistan (54686024) Released