

VACANCY NOTICE



The International Organization for Migration is seeking qualified Nepali Nationals for the following positions based in Kathmandu.

Vacancy Notice No: **VN#NP/50/13**
Position Title: National Project Officer (Joint Migration and Development Initiative) -1 position
Classification: NO-A
Type of Contract: Special, six months with possibility of extension

General functions:

Under the direct supervision of the JMDI Programme Manager and overall supervision by the Chief of Mission of IOM, in close coordination with Regional Office and in close contact with the JMDI partner agencies in Nepal and PMU in Brussels, the Focal Point will support the appraisal, monitoring and reinforcement of capacities of funded initiatives. The bulk of the time, he/she will be based on the site of the up-scaled initiatives to perform this role. In close contact with the JMDI partner agencies, the Focal Point will also ensure the coordination and articulation of the initiatives on a multi-stakeholder level, liaising with the relevant national and sub-national entities to inform them of the programme's activities, reach consensus and gain their support. The Focal Point will also work in close coordination with the Local Development Specialist providing technical expertise to the projects' stakeholders, capturing and disseminating lessons learned and report back to the PMU on the progress being made with update and evaluation reports.

Major Duties and Responsibilities:

1. Assist the PMU in the identification of initiatives of local authorities in partnership with civil society organizations which will be scaled-up with JMDI funding by analyzing the credibility, capacity, transparency and accountability of the entity and the initiative.
2. Assist intended project beneficiaries in preparing project proposals for submission for funding.
3. Ensure proper inclusion of key principles of local development within projects' methodologies in view of reaching impact and sustainability.
4. Assist the PMU in preparing the documentation to support the selection of awarded projects by the JMDI steering committee.
5. Facilitate a decentralized approach to programme management through the establishment of an adequate inter-agency framework which enforces inter-agency cooperation and alignment with the programme and which builds on existing United Nations Development Assistance Framework.
6. Provide support in mapping, reaching out and mobilizing and creating synergies with existing networks of local government authorities at national and international levels.
7. Build or strengthen strategic alliances of local and national governments with civil society organization, universities, social entities and other local stakeholders
8. Coordinate and strengthen all alliances with all key stakeholders at national and local levels to increase programme impact, visibility and performance.
9. Communicate with PMU in order to consolidate outreach strategies vis-à-vis local authorities in the target countries and at global level.
10. Engage local offices of the Swiss Development Cooperation and EU delegations to regularly report on programme implementation at national level and build synergies with other activities funded by the donor.
11. Organize and coordinate meetings with JMDI partner agencies, national and local governments, civil society organizations, social entities, universities and other relevant actors to mobilize constituencies of local actors in regions of intervention.
12. Disseminate lessons-learned from up-scaled projects and facilitate knowledge sharing and dialogue between relevant local stakeholders in the regions of intervention.
13. Provide meeting reports and disseminate ideas and conclusions to all stakeholders.
14. Perform other duties as may be assigned.

Required Qualifications and Competencies:

- Bachelor's degree in a relevant discipline (e.g. Economics, Urban and Regional Planning, Local Economic Development, Policy Analysis, Private Sector Development and Migration). Master's degree will be an advantage.
- Minimum 2 years of previous experience on local development and migration, with emphasis on policy, strategy and programme design and implementation. International experience as well as experience with an international development organization or a reputable non-governmental organization would be a distinct advantage.
- Previous work experience with migration and development issues a strong advantage as well as proven capability to produce knowledge and capacity development products.
- Computer literacy in Microsoft Office (word, excel, outlook) and web-based applications.

Interested candidates are requested to submit their application indicating clearly the position applied and CV with three references to: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu or email to iomnepaljobs@iom.int by 10 August 2013.** Only short listed candidates will be called for interview.