

VACANCY NOTICE



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

Vacancy Notice No: **VN#NP/49/13**
Position Title: Policy and Programme Officer -1 position
Classification: NO-B
Type of Contract: Fixed-term, one year with possibility of extension

General functions:

The Policy and Programme Officer will report to the Chief of Mission. S/he will act upon, design and develop strategy, programmes and initiatives that are consistent with IOM's goals and objectives and work on a variety of projects. This includes coordinating, managing and supporting projects of IOM Mission in to enhance the partnership and collaboration with Government of Nepal and other development stakeholder, and quality of services to target communities.

Major Duties and Responsibilities:

- Overseeing and implementing the responsibilities of team in designing/developing programmes/projects on counter trafficking, migration policy development, in consultation with the line ministry, international community and the programme staff of the mission.
- Advice/Assist Chief of Mission in developing and implementing Mission's strategy to expand programme in Nepal in particular for the development of an overall and cohesive migration policy and the relevant action plan.
- Liaise with the donor community for possible fundraising for such projects.
- Coordinate with the other UN agencies for joint programming on counter trafficking, labour migration and gender based violence.
- Coordinate with relevant stakeholder on implementation arrangements.
- Ensure gender and social inclusion across the programmes.
- Act as the Mission gender focal point.
- Convene the regular meetings of the Kathmandu migration group and update the Chief of Mission on progress and obstacles.
- Mentoring and coaching programme team members and build capacity on gender, context analysis, and political awareness relevant to their programmes/projects themes.
- Technical expertise/support to Government of Nepal to formulate and implementation of policies and plans (e.g. Nepal Planning Commission) related to ongoing programmes.
- Engaged with relevant actors in current constitutional process to help ensure gender responsive laws and policies including citizenship for women and socially marginalised groups.
- Represent the Mission in relevant thematic meetings, seminars and network meetings.
- Explore and coordinate relevant areas of policy research within the scope of Mission.
- Perform other duties as may be assigned.

Required Qualifications and Competencies:

- Master's degree in Social Sciences with focus on gender and social policy.
- Minimum 2 years of professional experience in related work.
- Effectively interfaces with government officials of appropriate level on matters related to the work of IOM.
- Works effectively with government and local authorities, stakeholders, beneficiaries, and the broader community to advance country or regional objectives.
- Effectively applies knowledge of the subject matter within organizational context;
- Plans work, anticipates risks, and sets goals within area of responsibility.

- Skills in programme development, management.
- Ability to maintain liaison with the government authorities and the international institutions

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 **02 August 2013**. Only short listed candidates will be called for interview.