



### Vacancy for external candidates

Vacancy number	<b>VN #BLR/2024/07</b>
Position	<b>National Consultant to support IOM in the project implementation activities</b>
Duty station	<b>Minsk, BELARUS</b>
Classification	<b>Consultancy, Category A</b>
Contract type	<b>Full-time employment (duration 5 months)</b>
Application deadline	<b>July 15, 2024</b>

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 the principles of diversity and inclusion. This position is available to external candidates.

#### **Description:**

*The project “Belarus: Supporting national capacities in migration health focusing on communicable diseases” aims to support the Government of Belarus in aligning its migration health policies and programmes on preventing communicable diseases (TB, COVID-19, hepatitis, HIV) through a multisectoral and gender-sensitive approach. The intervention will generate additional data on the health of labour migrants (including labour migrants involved in unregistered employment) while promoting capacities, first and foremost, of the Ministry of Health in Belarus to implement evidence-informed migration health programmes and policies.*

*Under the overall and direct supervision of the Chief of Mission (CoM) as well as in close coordination with Regional Health Thematic Specialist and Health unit in Regional office in Vienna and MHD unit at the country level, the incumbent will provide assistance in implementing migration and health (M&H) program (H2) in the mission as well as coordination and practical implementation of project in M&H area.*

**Core functions / responsibilities:**

- Manage and coordinate the overall implementation and backstop the administrative, budgetary and operational activities of related projects/ programmes;
- Supervise all staff assigned to the projects, as well as consultants, Service Providers, Implementing Partners recruited to support and/ or undertake the specific activities;
- Coordinate the development, adaptation, and consolidation of relevant programmatic components;
- Ensure systematic monitoring and evaluation of project activities, identify and implement improvements in project delivery and implementation;
- Establish and maintain effective working relationships with project partners and donors to coordinate and expedite project implementation, develop new projects, maximize project performance levels and resolve constraints to implementation;
- Undertake analysis and prepare regular progress and other reports, ensure proper information exchange on all operational aspects of the project between IOM, donor and other Implementing Partners and stakeholders;
- Provide strategic advice, analysis and input to the CoM, relevant project beneficiaries, and stakeholders on all issues that may arise in relation to the projects;
- Monitor budget expenditures related to project activities to ensure their eligibility and cost-effectiveness, in coordination with the Resource Management unit;
- Supervise the data collection process for all project activities and verify the data collected to ensure consistency;
- Undertake duty travel for project implementation purposes;
- Assist in developing new programmes and implement them in close cooperation with the relevant authorities and public/private entities and other IOM unit/departments;
- Perform such other duties as may be assigned.

**Required Qualifications and Experience:**

- Master's degree in Political or Social Science, Law, International Relations, Finance or a related field from an accredited academic institution, with six years of relevant professional experience, preferably in administrative support or similar roles;
- or,
- University degree from an accredited academic institution, with seven years of relevant professional experience;
  - Working experience in project management with staff supervisory responsibilities;

- Knowledge and experience in developing and drafting project proposals and budgets in line with IOM and donors requirements;
- Knowledge and experience in project coordination, implementation as well as monitoring and evaluation;
- Experience in liaising with governmental and diplomatic authorities as well as with international institutions.

**Required Competencies:**

**Behavioural:**

- Responsibility – the ability to take responsibility for actions and accept constructive criticism;
- Customer focus – the ability to work effectively with partners and project stakeholders;
- Willingness for continuous learning – supporting the idea of continuous professional self-improvement and training of colleagues;
- Communication skills – the ability to listen and clearly express your thoughts, the ability to adapt information depending on the needs of colleagues and partners;
- Creativity and pro-activity – interest in finding opportunities to improve the project implementation process;
- Leadership and negotiation skills – the ability to develop effective partnerships with both project participants and external stakeholders;
- Results management – the ability to determine the necessary actions and ways to improve your own activities and the activities of others;
- Planning and organization – planning work, forecasting risks and setting goals within the scope of competency;
- Professionalism – deep knowledge of the field of work;
- Teamwork – contribution to building a friendly team atmosphere; ability to work taking into account gender needs, different points of view and promoting gender equality;
- Resource mobilization – working with internal and external project stakeholders to meet IOM resource needs.

***Other:***

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearances.

***How to apply:***

All interested applicants are kindly invited to send their Cover letter and IOM Personal History Form to [tmaholina@iom.int](mailto:tmaholina@iom.int) by 15 July 2024 latest, referring to this advertisement in the subject line of your message.

Please note that only shortlisted candidates will be contacted.

IOM does not apply any restrictions regarding the gender of candidates for participation in the application submission of the main and subsidiary bodies of the organization, other things being equal.

More information is available at <http://www.iom.int> or <http://www.iom.by>.

***Posting period:***

From 26.06.2024 to 15.07.2024