



### Open to Internal and External Candidates

Vacancy Notice Number : **VN #BLR/2024/03**  
Position Title : **PSEA Officer (Prevention of Sexual Exploitation and Abuse)**  
Duty Station : **Minsk, Belarus**  
Classification : **National Officer, NO-A**  
Type of Appointment : **One Year Fixed term (with possibility of extension)**  
Closing Date : **12 March 2024**

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 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.

Sexual Exploitation and Abuse (SEA) by aid workers is a grave violation of human rights and IOM is committed to combat any kind of SEA by its staff, related personnel and partners.

IOM's zero tolerance policy also extends to IOM third party contracted staff, suppliers, service providers and implementing partners. With over 16,000 staff and over 6,000 related personnel, operating in 450 Offices, and 165 countries throughout the world, the impact of sexual exploitation and abuse on victims and within IOM's operating environments, and the reputational risk it poses for the Organization needs to be addressed and remains a key priority.

The prevention of and response to Sexual Exploitation and Abuse (PSEA) continues to gain momentum not only within the United Nations (UN) and Interagency Standing Committee (IASC) common systems but also amongst governments, institutional partners, media and the general public. Increased action is no longer a choice but a necessity, and the rights of the victim must be at the forefront.

Over the past decade, IOM has increasingly been seen as a strong player supporting the prevention and response to Sexual Exploitation and Abuse and Sexual Harassment within the UN, IASC, and amongst the humanitarian community. While significant progress has been made to prevent and respond to SEA within the Organization such as through the development of innovative PSEA trainings, the development of a misconduct platform to report SEA, and extensive interagency collaboration on PSEA, more needs to be done within country and at the programmatic level and the role of the PSEA Officer will support these efforts.

In 2021, IOM developed its strategic approach toward the prevention of and response to sexual exploitation and abuse and sexual harassment focusing on five priority areas: 1) Leadership and Organizational Culture; 2) Institutional Accountability and Transparency; 3) Capacity-Development, Training, and Communication; 4) Quality and Accessible Victim Assistance; 5) Partnership and Coordination.

Under the overall and direct supervision of the IOM Chief of Mission and technical support from the PSEAH Unit and other experts, the incumbent will be responsible for supporting and facilitating the technical oversight and day-to-day management of IOM's prevention of and response to sexual exploitation and abuse (PSEA) activities in Belarus. As the technical PSEA expert in-country, the PSEA Officer will need to support implementation of PSEA activities in direct close coordination with the Chief of Mission, both internally and as an active member of the interagency PSEA Network. While the incumbent will support the PSEA agenda within country and will contribute technical inputs to PSEA within programming (special emphasis on but not limited to resettlement and health assessment programming), the accountability for PSEA remains with the Chief of Mission.

### **General Functions:**

### **PSEA COORDINATION:**

- Provide inputs for the development of an operational PSEA Work Plan for IOM Belarus Office, in line with IOM's PSEA Strategy, the IASC's PSEA Minimum Operating Standards (MOS), and the UNCT country level framework and work plan, through strategic workshops with IOM Heads of Units and other senior management at the country and programmatic levels, as assigned; Assist the Chief of Mission in ensuring the resulting work plan is detailed and operational with clear actions, roles and responsibilities to deliver on the actions, timeframes, technical and resource requirements, and internal reporting requirements.
- Provide technical inputs for the inclusion of PSEA within IOM Country Office Strategy, programming, risk mitigation and management, planning, reporting, monitoring and evaluation and budgeting; Contribute to the development of PSEA programming and liaison with relevant donors, as assigned.
- Actively participate to the in-country *interagency* PSEA Network (support in the development of the collective PSEA workplan, risk management plan, PSEA Strategies, etc.), as well as actively participate within IOM internal and other interagency PSEA communication and coordination initiatives.
- Participate and provide inputs to the PSEA Network to develop Standard Operating Procedures (SOP)<sup>1</sup>, and establish an inter-agency Community-Based Complaint Mechanism, incorporating existing IOM complaint and feedback mechanisms (CFM) and in line with PSEA and GBV good practice<sup>2</sup>;
- Participate and provide technical assistance in the establishment of an inter-agency community-based complaints mechanism (in coordination with the Accountability to Affected Populations Unit in HQ), in coordination with the interagency PSEA Network, programme managers and relevant IOM units, as well as with communities and implementing partners, as appropriate;

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<sup>1</sup> IASC Global Standard Operating Procedures on Inter-Agency Cooperation in Community-Based Complaint Mechanisms, 2016 <https://aap-inclusion-psea.alnap.org/help-library/iasc-global-standard-operating-procedures-on-inter-agency-cooperation-in-community> IASC Global Standard Operating Procedures on Inter-Agency Cooperation in Community-Based Complaint Mechanisms, 2016 <https://aap-inclusion-psea.alnap.org/help-library/iasc-global-standard-operating-procedures-on-inter-agency-cooperation-in-community>.

<sup>2</sup> Good practices in setting up systems for inter-agency referrals of SEA complaints and victim assistance, are found in the IASC [Best Practice Guide](#) and the GBV AoR's [Handbook for Coordinating Gender-Based Violence Interventions in Emergencies](#) Chapter 1.8.

- In close coordination with the Chief of Mission and relevant colleagues, work closely with Focal Points at the IOM Regional Office in Vienna and HQ to check that IOM Belarus prevention, mitigation and response mechanisms are in line with IOM's global PSEA Strategy;
- Provide specific assistance to IOM Teams, programmes and units to ensure the mitigation of SEA risks are developed, embedded and strengthened within all IOM programming and within HR practices; and,
- At all possible opportunities (during relevant trainings, in staff and programme meetings, through newsletters, in email messages, etc) continually share key messages on PSEA, including mandatory reporting requirements within the Country Office and programming, in close coordination with the Chief of Mission and relevant colleagues;
- Assist in developing project proposals in close coordination with COM, technical specialists in RO and PSEA unit and implement them in close cooperation with the relevant authorities and public/private entities and other IOM unit/departments;
- Liaise with potential and expected partners for the new initiatives for discussion of the project and proposals including government counterparts, CSOs, UN agencies and etc.;
- Draft donor profiles and guidance notes on donor priorities. Assist in developing approaches to expand the IOM donor base, including research and mapping of calls for proposals and funding trends.

#### **PREVENTION:**

- Analyze, compile and draft specific country-wide SEA risk assessment report to identify locations and programmes with the highest SEA risk; Check that the appropriate mitigation and response strategies within IOM programming and operations.
- Participate in the development of a training plan and coordinate the delivery and organization of PSEA trainings for IOM staff and related personnel, implementing partners<sup>3</sup>, key institutional stakeholders; Support the work of identified PSEA Focal Points within Country to deliver key messaging and trainings as appropriate.
- On a yearly basis, provide an update on the number of staff, non-staff trained, contractors, implementing partners, and service providers trained in the Country Office on PSEA, in an effort to track compliance and facilitate the management of training delivery and refresher courses, in coordination with HR. Support the registration of all participants (staff and non-staff) within the IOM system and the delivery of certificates;
- Participate to the development of communication and awareness-raising strategies and tools to ensure appropriate PSEA messaging and knowledge on prohibited behaviours as well as how to report allegations of misconduct, including SEA within communities and amongst beneficiaries; facilitate the localization of SEA messaging; and,
- Map existing community engagement projects in Country Office and work with project leads to insert PSEA messages and/or gather community input where appropriate.

#### **RESPONSE:**

- Participate and provide inputs for the development of PSEA proposals and support the mainstreaming of PSEA within IOM programming; coordinate closely with institutional partners, governments, donors, and communities on PSEA needs and responses, as assigned.

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<sup>3</sup> Ensure management are aware of the [UN Protocol on Allegations of Sexual Exploitation and Abuse involving implementing partners](#) and accompanying partner assessment, and support as needed.

- Support the development and provide inputs to reporting on PSEA and communication to highlight IOM's PSEA work within programming.
- Provide inputs for the development and mapping of Country-specific interagency victim assistance pathways and/or existing IOM programmes to refer victims for assistance and other support services.
- Coordinate referrals for victim assistance in coordination with gender-based violence and/or protection colleagues and support the strengthening of victim services within country and/or programming;
- Undertake duty travel as required; and,
- Perform any other duties as may be assigned.

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

- Master's degree in Law, International Relations, Psychology, Social Sciences, Development Studies and Planning or a related field from an accredited academic institution; or,
- University degree in the above fields with two years of relevant professional experience.
- Experience in the fields of sexual exploitation and abuse, protection, child protection, gender-based violence, accountability to affected populations (AAP), gender mainstreaming and/or humanitarian affairs;
- Coordination experience within the UN system and amongst interagency partners, including governments, NGOs, and communities;
- Experience in organizing and facilitating PSEA trainings, in particular capacity-building, and communication materials to promote behavior change;
- Experience undertaking PSEA risk assessments, in coordination with communities, partners, and UN and other key stakeholders;
- Demonstrated ability to work across a wide variety of sectors/teams on cross-cutting themes;
- Good written and oral communication skills, effective in representation and liaison with external partners;
- Experience in policy and proposal development and the creation of standard operating procedures and tools; and,
- Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks, maintain attention to detail, and coordination with a variety of stakeholders.
- Knowledge and understanding of IOM's institutional approach on PSEA and related strategies, policies, rules and regulations;
- Knowledge of the UN system and architecture;
- Knowledge of mainstreaming best practices and partnership models to ensure coordination of the same across a diversified range of actors; and,
- Ability to work with and maintain strict confidentiality, when necessary.

### ***Languages***

English – fluent /written and spoken

Russian – fluent /written and spoken

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

- 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.

**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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**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.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

**How to apply:**

All interested applicants are kindly invited to send their Cover letter in English and IOM Personal History Form (contains name and contact information of three referees) to [tmrholina@iom.int](mailto:tmrholina@iom.int) by 12 March 2024 latest, referring to this advertisement in the subject line of your message.

Please note that only shortlisted candidates will be contacted.

**Posting period:**

From 04.03.2024 to 12.03.2024