



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

TERMS OF REFERENCE

I. POSITION INFORMATION	
Position Title	Voluntary Return and Reintegration Focus Officer
Position Grade	P2
Duty Station	Geneva, Switzerland
Reporting directly to	Head of Department
Duration	One year (1) with possibility of extension

II. ORGANIZATIONAL CONTEXT AND SCOPE

The Migrant Protection and Assistance Division (MPA) provides protection and assistance to migrants in need, including trafficked persons, smuggled migrants with protection needs, (rejected) asylum seekers, migrants in irregular situations, stranded migrants, unaccompanied and separated migrant children, and migrants subjected to violence, exploitation or abuse.

As such, MPA has the institutional responsibility to oversee policy and technical guidance and provide programmatic support to IOM Missions focusing on the following practice areas: analytics and data for evidence-based policy development and programming; safe and dignified assisted voluntary return and sustainable reintegration (AVRR); countering human trafficking and protection to victims (CT); assistance to migrants who experienced or are vulnerable to abuse or exploitation (AVM); protecting migrant children; addressing exploitation in supply chains; and providing direct assistance through the Global Assistance Fund (GAF).

Within this Division, the Assisted Voluntary Return and Reintegration (AVRR) Unit oversees activities directed at setting up and/or strengthening assisted voluntary return and reintegration frameworks in host countries, countries of transit and origin. This involves the review of the current approaches and practices in place in the field of reintegration assistance and the move towards the adoption of an integrated approach to migrant reintegration addressing the individual, community and structural levels while at the same time taking into consideration cross-cutting issues such as the promotion of migrants' rights, partnership and cooperation as well as monitoring, evaluation and data generation.

IV. RESPONSIBILITIES AND ACCOUNTABILITIES

SUPERVISION

The incumbent will work under the guidance of the Head of the AVRR Unit within the Migrant Assistance Division in the Department of Migration Management.

1. Gather information on direct assistance, voluntary return and reintegration, and analyse these with a view to assisting the Division with policy and guidance documents, and to assist the implementation of the Division`s strategic plan;
2. Assist the Division in the development, review and endorsement of project proposals of global nature related to assisted voluntary return and reintegration;
3. Assist the Division in the preparation of publications linked to assisted voluntary return and reintegration;
4. Collaborate in the development and promotion of the Division`s portfolio on the return and reintegration of migrants in vulnerable situation;
5. Liaise with IOM Regional Thematic specialists and field Missions in developing project linked to assisted voluntary return and reintegration, and assist the review of project proposals and papers prepared by the colleagues in the field;
6. Gather best practices from the field and make these available for Regional Thematic Specialists and Field Missions upon request;
7. Assist with the liaison activities with IOM Member States, international organizations, academic institutions, NGOs and other relevant actors, as appropriate, aiming at developing return and reintegration programmes;
8. Prepare presentations, reports and policy papers as required by the Division;
9. Provide support in the preparation of the Division`s annual contributions to the IOM Council, including the Director General`s Report, the Programme and Budget Report, and Migration Initiatives;
10. Assist in the preparation of training materials for governmental officials, civil society and partners and IOM Missions.
11. Support the development and maintenance of the Division`s information resources.
12. Undertake duty travel, as necessary, and;
13. Perform other duties as may be assigned.

V. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural

competencies

Behavioural

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with

commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Develops strategic vision for IOM within area of responsibility
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology

- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Management

- Establishes realistic resource requirements to meet IOM needs
- Builds stable strategic alliances with relevant parties
- Identifies sources of and secures funding from external stakeholders to meet the needs of IOM

Technical

Effectively applies knowledge of migration issues within organizational context;
 b) correctly frames migration issues within their regional, global, and political context

VI. EDUCATION AND EXPERIENCE

- Advanced university degree from an accredited academic institution, Preferably in Political or Social Sciences, Law and /or Business Administration, or alternatively, an equivalent combination of relevant training and field experience;
- At least 2 years work experience in development cooperation with an international or non-governmental organization, preferably field experience in a country of origin.
- Familiarity with migration (and asylum) issues. Familiarity with the international/regional legal framework and or political discourse around (return) migration would be an asset.

VII. LANGUAGES

Required

English

Fluent

Advantageous

Good working knowledge of either Spanish or French an asset.