



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2024-046

Position Title : **Project Specialist**

Duty Station : **San José, Costa Rica**

Classification : **SST G6 - Gross Monthly Salary CRC 1.253.076,92**

Type of Appointment : **Special Short Term**

Estimated Start Date : **As soon as possible**

Closing Date : **August 09th, 2024**

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 a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope

The IOM Mission in Costa Rica is constantly growing and receiving more funds to implement projects that mainstream protection. Among these, the Mission recently received funds to implement specialized protection activities within the response to the emergency situation of in-transit migrants crossing from Panamá to Costa Rica, and from Costa Rica to Nicaragua. Costa Rica is a country of origin, destination and transit of migrants and refugees. In Costa Rica, there are more than 30,000 Venezuelan people according to data from the Dirección General de Migración y Extranjería (DGME), of which only 9,000 are regularized. This population need assistance to ensure their social and economic integration, as well as to meet their need for basic household services, health, education, access to employment, among others. Furthermore, more people traveled northward through the Darien Gap in 2021 than in the previous ten years combined. Over 48,000 people made this crossing in the first half of 2022. Their main need is to have access to safe shelter, medical assistance, security, and food during their transit in Costa Rica. The objective of humanitarian assistance and protection is to save lives and respond to the needs of migrants in vulnerable situations, including those in transit. Projects aim to provide urgent needs to migrants in transit and other crisis-affected populations through joint actions and ensure that migration vulnerabilities are understood and reduced.

Under the supervision of the Protection Coordinator (Protection Specialist and Project Manager), and the overall supervision of the Program Coordinator, the Project Specialist (Protection) will be responsible for executing the following tasks:

Responsibilities and Accountabilities

1. In coordination with the Protection Coordinator, draft and implement the work plan for the strategic use of financial resources and the implementation of project activities according to the Project's description, and develop a Procurement Plan, Monitoring and Evaluation tools and other instruments to effectively manage the implementation of the protection activities of the emergency projects.
2. Support the coordination planning and supervision of the Project's activities according to the Work Plan, as well as the Costa Rica Mission's Strategic Plan.
3. Develop concept notes and terms of reference, support selection processes of consultants and implementing partners, when necessary, and follow up on their work monitoring that deadlines are met, and products are delivered according to quality standards.
4. Support the Protection Coordinator in ensuring that Protection is integrated and mainstreamed in all Project's activities and monitor that the implementation of the Project is in line with IOM's Approach to Protection.

5. Contribute to maintain and strengthen effective cooperation and collaboration with key national and local counterparts, as well as UN agencies and other key stakeholders, to identify synergies and avoid duplication of actions.
6. Schedule meetings with key counterparts, take minutes and maintain effective follow-up of the agreements reached.
7. Provide inputs for the development of reference frameworks, guides, and Standard Operating Procedures (SOP) for the effective development of the Project.
8. Draft programmatic, narrative and financial reports, related to the protection activities implemented within emergency projects, according to the timelines of the Project.
9. Support the coordination and develop synergies and joint work on Protection with other units of the Mission in Costa Rica.
10. Coordinate, plan and supervise the implementation of protection activities related to the Costa Rica Mission Strategic Plan and Emergency response under IOM mandate.
11. Carry out field visits, as required.
12. Participate in the protection meetings led by interagency groups, within the response to the in-transit migrant emergency.
13. Identify and document good practices and lessons learned that contribute to improving the efficiency and effectiveness of the implementation of activities.
14. Perform other responsibilities, as assigned by the supervisor.

Required Qualifications and Experience

The incumbent is expected to demonstrate the following technical and behavioral competencies:

EDUCATION

- Highschool degree with 6 years of relevant professional experience.

Or

- Bachelor's degree in social sciences, or related careers such as political science, international relations, law, psychology, social work, sociology.

- Studies on migration, human rights, gender, or project management will be an advantage.

EXPERIENCE

- Relevant professional experience in projects, human rights, migration, vulnerable populations, including displaced and refugee populations, rights of migrants with diverse SOGIESC, gender, migrant women, direct assistance, and migration governance.
- Experience with international organizations, non-governmental or governmental organizations.

Skills

All knowledge and experience in preventing irregular migration, trafficking in persons and smuggling of migrants will be valued.

- Experience with working with human trafficking and gender based violence;
- Experience in community work, specifically, with groups in vulnerable situations;
- Experience with trainings and capacity building;
- Experience with working with international organizations, non-governmental or governmental organizations;
- Experience in Project Management, including budget control;
- Experience in coordination
- Experience with the UN is an advantage.
- Experience with UN and/or governmental organizations that work on Gender-Based Violence will be an advantage.

Languages: Fluency in English and Spanish (oral and written) is required.

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioural indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

How to apply:

The candidate should send his/her application through the following email cosanjosevacancias2@iom.int using as Subject: **“SVN 2024-046 Project Specialist G6”**

The application must include:

- Curriculum with 3 references.
- Letter of interest.
- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by **August 09th 2024**. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.

Only short-listed candidates will be contacted.

You can check the Post Description on <https://costarica.iom.int/es/vacantes>.

The International Organization for Migration (IOM) does not discriminate on the basis of disability, age, gender identity and expression, sexual orientation, nationality, racial identity, religious beliefs, among others. IOM is committed to a diverse and inclusive environment and therefore its staff come from a wide range of socio-economic backgrounds and world perspectives. Candidates from women, people of African descent and LGBTIQ+ people who are qualified and meet the requirements of each vacancy are especially encouraged.

La Organización Internacional para las Migraciones (OIM) no discrimina por motivos de discapacidad, edad, identidad y expresión de género, orientación sexual, nacionalidad, identidad racial, creencias religiosas, entre otras. La OIM está comprometida con un entorno diverso e inclusivo y por ello su personal proviene de una amplia gama de entornos socioeconómicos y perspectivas del mundo. Se alienta especialmente las candidaturas de mujeres, personas afrodescendientes y personas LGBTIQ+ que se encuentren cualificadas y cumplan los requisitos de cada vacante.