

VACANCY NOTICE LT10-2022-13

Open to Internal and External Candidates

Position Title : **Programme Coordinator/ Head of Unit**
Duty Station : **Vilnius, Lithuania**
Classification : **National Officer NOA-1**
Type of Appointment : **Fixed Term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **10.01.2023**

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. 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.

Context:

Under the overall guidance of the Head of IOM Vilnius office the incumbent will be responsible for oversight and coordination and implementation of all activities-of the project - **Migration Information Centre (MIC) “Renkuosi Lietuva”** and other related activities.

S/he will be responsible and accountable for the development of the MIC work plan, supervision of staff and coordination of all activities of the MIC in accordance to IOM standards. In close cooperation with the Head of Office the incumbent will lead IOM Vilnius efforts in expanding the MIC activities in order to establish MIC as the main hub of information on return migration in Lithuania.

Core Functions / Responsibilities:

1. Coordinates and monitors all daily activities of the Unit/ Migration **Information Centre (MIC) “Renkuosi Lietuva”**, including information gathering, analysis, producing info-materials, provision of consultations to migrants, organization of events, seminars, trainings, and coordinating PR activities; supervises and supports the staff of the Unit, ensures training, when relevant.
2. Coordinates with the relevant units at the IOM Regional Office in Brussels and IOM Headquarters in Geneva on project reporting and other relevant issues.

3. Establishes and maintains good working relationships with government officials, NGO's and other relevant stakeholders with an aim to create a network of specialists working in the area relevant to return migration.
4. Establishes and maintains cooperation with municipalities and Lithuanian Municipality association in order to expand MIC activities to the regions.
5. Ensures close cooperation with Lithuanian communities abroad, embassies and other active civil society organizations in order to effectively promote MIC activities for Lithuanians living abroad.
6. Establishes and maintains working relations with media representatives. Drafts statements, press releases and articles on MIC activities.
7. Is responsible for preparation and implementation of communication campaign using innovative communication channels, in particular social media.
8. Initiates and organises meetings, workshops, seminars, trainings, expert roundtables, collects feedback and reports to project partners.
9. Plans and keeps track on project expenditures; drafts periodic and annual project reports on activities ensuring effective management of the project.
10. Reports on the developments in the field of migration and other issues related to MIC activities; provides proposals for actions, new activities.
11. Provides inputs and general administrative assistance for new project proposals and other project development and fundraising activities.
12. Attends official meetings, appointments and duty travel.
13. Performs such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree or equivalent in Law, Social Sciences, Migration Studies, International Relations or a related fields from an accredited academic institution with two years of relevant professional experience; or,
- Master's degree in the above-mentioned fields.

Experience

- Experience in project development and management;
- Knowledge of main migration issues in Lithuania and current situation in the EU;
- Good spoken communication skills - ability to interact with various individuals as well as organizations;
- Experience in working with Governmental Organizations and NGOs;
- Reliable, able to work under pressure, good organizational skills and drive for results;
- Experience working with migrants and diaspora representatives is an asset;
- Experience in the public relations field is an asset.

Languages

Excellent working knowledge of Lithuanian and English. Knowledge of Russian or any other language is an asset.

Required Competencies

Values

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

IOM's competency framework can be found at this [link](#).

Other

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

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Lithuania will be eligible for consideration.

How to apply:

Interested candidates are invited to send their CV and motivation letter to iomvilnius@iom.int by **10 January 2023** at the latest, referring to this advertisement in the subject line (VN LT10-2022-13).

Only shortlisted candidates will be contacted.

Posting period:

From 27.12.2022 to 10.01.2023