



International Organization for Migration (IOM)  
The UN Migration Agency

## SVN

Position Title : **Head of Office**  
Duty Station : **La Paz, Plurinational State of Bolivia**  
Classification : **UG**  
Type of Appointment : *Special Short Term for a period of 9 months with a possibility of extension*  
Estimated Start Date : **As soon as possible**

Closing Date : **January 15<sup>th</sup>, 2022**

*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.

### **Context:**

Under the direct supervision of the Regional Director (RD) for South America, the HoO will be IOM's interlocutor with the Government of Bolivia and relevant ministries, United Nations (UN) Specialized Agencies, Funds and Programmes, and local and international non-governmental organizations (NGOs). The Head of Office (HoO) will be responsible for developing and promoting with the Government of Bolivia, diplomatic representatives, and other organizations the full range of IOM services as well as for keeping the RD and

Headquarters (HQs) units informed of relevant governmental concerns and programmatic developments in the country office within the overall regional framework.

The Head of Office is also responsible for developing new programmes in the country, for planning the development and implementation for the Organization's activities in Bolivia and for managing the related budgetary, financial and administrative functions of the Mission.

### ***Core Functions / Responsibilities:***

#### **I. Development and follow up of strategies, policies and programmes:**

1. Contribute to IOM's overall mandate and strategy through project development and implementation in the Bolivia country office with appropriate consultation with the Regional Office (RO), Headquarters, Member States and other relevant actors.
2. Play an integral role in migration policy discussions and apply approved policies in national activities.
3. Advise the Regional Office and HQs on national policy and emerging matters as well as government migration policies affecting the activities of IOM in Bolivia. Provide necessary information and documentation to prepare proposals for appropriate action.
4. Participate in appropriate policy and operational United Nations Country Team (UNCT) inter-agency mechanisms, in particular with a view to inserting migration-related issues into the United Nations Development Assistance Framework (UNDAF) process.
5. Participate in the Humanitarian Country Team (HCT) and provide support to other inter-agency planning processes and the overall humanitarian strategy.
6. Ensure current obligations as co-leader agency for the Camp Coordination and Camp Management (CCCM) and Shelter and NFI cluster obligations are fulfilled.
7. Maintain regular contacts with the United Nations in the framework of Disaster Risk Reduction (DRR) matters.
8. Design, implement and manage programmes and projects addressing specific country migration needs and ensure their compliance with IOM policies, guidelines and standards and alignment with the Regional Strategy; evaluate IOM's performance of operational and programmatic activities and develop and implement ways to increase their effectiveness. in Bolivia and fundraising and strategies and recommend ways to improve these.
9. Take full responsibility for the successful execution of ongoing operational programmes and the development of new ones.
10. Support regional and international processes and dialogues on migration relevant to South America and Bolivia. Ensure the participation of government officials in these initiatives.

## **II. Resource management and capacity building:**

11. Direct operational, human resources, administrative, budgetary and financial activities of the Mission in accordance with the Organization's rules and procedures.
12. Report regularly to the RD and other interested partners on developments and progress achieved in Bolivia. Prepare regular and specific narrative, impact, policy, financial, evaluation and statistical reports covering IOM activities; prepare briefings and background information requested by RO and HQs, the Government of Bolivia and other entities.

## **III. Representation of IOM:**

13. Promote liaison with governmental authorities and diplomatic missions, international and regional organizations, non-governmental organizations and voluntary agencies, airlines and public media in the country, particularly with a view to identifying migration-related areas for developing common activities/projects in a complementary manner. Identify needs and priorities for cooperation, project development and fundraising purposes.
14. Represent the Organization at national and international conferences and meetings.
15. Develop public relations and media activities in order to promote IOM's image and programmes.
16. Take part in the development of any other relevant planning tools such as National Action Plans, Poverty Reduction Strategy Papers, and Migration Profiles.
17. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Law, Political Science, International Relations, Social Sciences, Human Rights or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Experience in the field of migration issues including operational and field experience, project development, and management;
- Experience in liaising with government authorities, other national/ international institutions and NGOs;
- Familiarity with the UN system;
- Strong and proven, analytical skills;
- Knowledge and experience of regional issues an advantage;

## Languages

Fluency in English and Spanish is required.

## Required 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 3*

- 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.

### Managerial Competencies – behavioural indicators *level 3*

- 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

## 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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the

country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

***How to apply:***

Interested candidates are invited to send their applications (CV and cover letter) by mail, no later than by January 15<sup>th</sup>, 2022, including in the title the following reference **Vacancy Head of Office, IOM Bolivia**, to the following email address: [iomrobuevacancies@iom.int](mailto:iomrobuevacancies@iom.int)  
We will only communicate with shortlisted candidates.

***Posting period:***

From 30.12.2021 to 15.01.2022