

## Call for Applications

Position Title : **Executive Secretary (Regional Conference on Migration)**

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

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, nine months with possibility of extension**

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

Closing Date : **31 January 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.*

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

### **Context:**

The Regional Conference on Migration (RCM) is a Regional Consultative Process (RCP), that is voluntary, non-binding and operates by consensus. It provides a space for respectful, frank, and honest discussions among Member Countries on regional and international migration, ensuring greater coordination, transparency, and cooperation.

This multilateral forum works to foster regional efforts to strengthen migration governance; protect the human rights of migrants, especially of those in vulnerable situations; promote appropriate linkages between migration and sustainable development; define strategic priorities; and address the main challenges the region faces regarding migration; as well as strengthening, modernizing and managing borders.

The Executive Secretary is the highest-rank officer of the RCM Executive Secretariat and represents the Conference in discussions with other Regional Consultative Processes and organizations related to migration.

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

- To participate as part of the RCM at the regional and international level, when entrusted by the Vice-Ministers or the Presidency Pro-T empore (PPT), establishing contacts with government and diplomatic authorities as well as with international bodies and organizations and the Regional Network of Civil Organizations for Migration (RNCOM.)

- To execute or coordinate the implementation of the mandates arising from the Meeting of Vice-Ministers, the Regional Consultation Group on Migration (RCGM), the Strategic Plan, the Working Groups, and the Ad-hoc Working Groups.
- To formulate strategies for the strengthening and continuous improvement of the RCM.
- To coordinate with Member Countries, international bodies and organizations, civil society organizations and other international entities, the non-reimbursable technical and financial cooperation necessary to achieve the objectives of the RCM, those of its Strategic Plan, and the proper operation of the Executive Secretariat.
- To promote opportunities to link the RCM's agenda with other specialized for a and consultative processes.
- To promote the dissemination of successful experiences of the RCM.
- To inform the RCGM about possible mechanisms to enhance collaboration and coordination with specialized international bodies and organizations.
- To draft the Administrative Regulations and other relevant instruments for the proper operation of the Secretariat, and to submit them for consideration by the Meeting of Vice-Ministers.
- To provide substantive, technical, and logistical support to the PPT and Member Countries to help plan, organize and carry out the different meetings and activities of the RCM.
- To advise the RCM Member Countries about migration issues.
- To update continuously the RCM Glossary.
- To maintain permanent contact and coordination with the focal points of Member Countries and Observer Countries and international bodies and organizations, as well as with representatives of the RNCOM, in order to achieve the objectives of the RCM.
- To coordinate the management, administration, and updating of the RCM website (Virtual Secretariat).
- To prepare budgets for the operation of the Executive Secretariat of the RCM, as well as for the activities that require them.
- To prepare financial, operational, narrative, and other general reports on the activities of the Executive Secretariat of the RCM. In particular, to prepare quarterly financial and operational reports that will be available to the Member Countries of the RCM.
- To take all reasonable steps necessary for the proper operation of the Executive Secretariat of the RCM.

The Executive Secretariat counts on a technical team, appointed by the Executive Secretary, in accordance with the parameters outlined and approved by the Member Countries.

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

#### **Education**

- Master's university degree in a field of study relevant to the work of the Executive Secretariat of the RCM with two years relevant experience or bachelor's degree with four years of relevant

experience, preferably with a in related areas. Proficiency in the official languages of the RCM (English and Spanish).

## Experience

- Ease of maintaining contacts with government and diplomatic authorities, as well as international organizations and civil society. Have extensive knowledge and experience in migrant assistance activities, migration management, development programs, technical cooperation, and regional consultation/dialogue processes on migration.

## Skills

- Excellent oral and written communication skills, bilateral, regional and multilateral diplomatic and negotiation skills. Flexible and open administrative style, results-oriented and with the ability to effectively manage resources. Ability to work assertively and harmoniously with colleagues from different cultures and professions. Ability to lead teams facilitating the achievement of the desired objectives. Demonstrated ability to organize and to facilitate meetings, seminars, workshops and other events, as well as to manage and prepare budgets and financial reports for programs/projects.
- Demonstrate in practice a commitment to fostering an inclusive workplace that promotes fairness, honesty, integrity, and openness and demonstrate respect for the opinions of others and treat everyone with equality and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
- Be a national or citizen of one of the RCM Member Countries.
- Also desirable is knowledge and experience of the Regional Conference on Migration (RCM), its Charter, Strategic Plan and other related projects; and the administrative-financial regulations used by the IOM and have knowledge about migration governance in some of the RCM Member Countries.

## Languages

IOM's official languages are English, French and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in Spanish and English is required (oral and written).

Working knowledge of another UN language (Arabic, Chinese, French, and Russian) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Notes

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## **Required 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.

- **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

- **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

- **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.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

### **Other:**

Internationally recruited professional staff are required to be mobile. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

For this staff category, candidates who are nationals of the duty station's country and who do not have prior experience outside the duty station's country as staff member in the Professional category cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

### **How to apply:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 31 January 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

***Posting period:***

From 22.12.2023 to 31.01.2024

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: CFA 2023 44 Executive Secretary (Regional Conference on Migration) (UG) San Jose, Costa Rica (58307686) Released

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