



POST DESCRIPTION

SECTION 1

Position Information

Position Title	RCM Executive Secretary
Position Grade	UG
Duty Station	San Jose
Position Number	20024054
Job Family	Regional Conference on Migration (RCM)
Organizational Unit	10004355
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Regional
Position rated on	(to be filled by Classifier)
Reports directly to	20000643
Number of Direct Reports	2

SECTION 2

Organizational Context and Scope

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.

SECTION 3

Responsibilities and Accountabilities

- To participate as part of the RCM at the regional and international level, when entrusted by the Vice-Ministers or the Presidency Pro-Témpore (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 fora 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.

SECTION 4

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.

SECTION 5

Languages

REQUIRED

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in Spanish and English is required (oral and written).

DESIRABLE

Any other UN official language.

SECTION 6

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.

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

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

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

CORE COMPETENCIES - Behavioural indicators – Choose a level.

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 – Choose a level.

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.

Submission of application:

The candidate should send his/her application through the following email cosanjosevacancies2@iom.int using as Subject “**SVN 2023-092 RCM Executive Secretary UG**”

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 September 07, 2023. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.