



Vacancy Announcement

Vacancy/Reference Number:	VNSA2024-22
Position Title:	Project Coordinator and Facilitator- Canadian Orientation Abroad
Position Grade:	G6 (UN Salary Scale for General Staff)
Duty Station:	CO Pretoria, South Africa
Appointment Type:	One Year Fixed Term Contract with the possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	05 July 2024

Context:

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.

The Canadian Orientation Abroad (COA) programme is a pre-departure orientation initiative funded by Immigration, Refugees and Citizenship Canada (IRCC) and implemented by the International Organization for Migration (IOM). Since its inception in 1998, COA has provided pre-arrival Information and Orientation sessions to refugees approved for resettlement to Canada in over 60 locations worldwide.

Under the overall supervision of the Chief of Mission, the direct supervision of the Movement Operations Manager in Pretoria and the technical supervision of the Canadian Orientation Abroad (COA) Global Programme Officer in Geneva, Switzerland. The COA Project Coordinator and Facilitator will be responsible for the following functions:

Responsibilities and Accountabilities

1. Be the focal point for the smooth implementation of the Canadian Orientation Abroad programming (telephonic, virtual, in-person orientation deliveries) for both adults and youth, in the Southern Africa Region and in other locations, as required.
2. Liaise and represent COA vis-à-vis various stakeholders and be responsible for promoting IOM's refugee programming to relevant stakeholders in the Southern Africa Region: IOM, the Canadian High Commission and other partners that may come to play a role in our pre-departure orientation activities.
3. Maintain regular contacts with the COA Global Management Team (in Geneva, Ottawa, Canada and Manila, Philippines) and ensure that Canada's information needs are served accurately and efficiently.
4. Assign, guide and supervise the daily tasks of the COA Support Staff, childminder and on-call interpreters.

5. Coordinate with COA Management and COA Manila-based Budget Monitoring staff regarding the monitoring of budget expenses and charges, the provision of accurate WBS, and the preparation of COA annual site budgets, in coordination with IOM Southern Africa Region Finance teams.
6. Coordinate with COA Manila staff for MiMOSA entries and other statistical matters and submit COA statistical reports in MiMOSA within the required timeline after completing a COA session (typically 2 days).
7. Maintain an inventory of all materials and coordinate with the COA Manila staff for printing and shipping of COA materials to permanent and mobile training locations.
8. Plan, schedule and timely deliver pre-arrival information and orientation sessions, in-person, telephonic or virtual, to youth and adult refugees, in Southern Africa Region and in other locations, as required.
9. For maximum uptake of refugees, timely coordinate pre-departure orientation details with IOM colleagues in Resettlement OPS and Medical Health Department (MHD).
10. Oversee and coordinate all pre-session details: training room preparation, equipment, materials, snacks/meals, reimbursement of transportation, hiring of interpreters and childminders, whenever required.
11. Deliver COA sessions that address refugees' needs for both information and protection; therefore, adapting session content and training tools and activities to various training modalities, purposes and beneficiaries.
12. Keep abreast of changes in Canada vis-à-vis resettlement in general and vis-à-vis content of pre-departure orientation and information sessions and contribute to the creation of Standard Operating Procedures (SOPs), lesson plans, agendas, PowerPoint presentations, activities, and facilitation guides for the COA Southern Africa Region staff.
13. Be familiar with Canada's refugee resettlement programs: GARs, PSRs, Blended VORs, EMPP, and JAS cases as well as with the supports and services that are offered in Canada to refugees at a post-arrival stage.
14. Write narrative reports (field, bi-monthly, quarterly and annual) that present accomplishments and challenges, gather statistics and maintain statistical records.
15. Whenever required, coordinate COA mobile session delivery details: travel, security, procurement, medical, and finance with the appropriate IOM departments; as well as training details: scheduling of sessions, shipping of materials in the language of COA participants, arranging refugee transportation and lodging, ensuring the timely upload of stats in MiMOSA and the preparation of narrative reports. Timely coordinate all COA charges made during remote training session deliveries with IOM Finance staff in receiving missions.
16. Contribute to the development of surveys and promotional tools aimed at increasing the uptake of pre-departure services among refugees.
17. Contribute to the global development of the COA programme by participating in staff development workshops, exchange programs, and Training-of-Trainers seminars, etc.
18. Engage in continuous self-directed study for professional development, as required by IOM and COA.
19. Perform other duties as may be assigned from time to time.

Required Qualifications and Experience:

Education:

- Bachelor's Degree in Political or Social Sciences, Law and/or International Relations, Education or a related field with **at least four years** of relevant work experience;
- High-school diploma with **at least six years** of relevant work experience.

Experience:

- Experience providing information and orientation to and engaging with refugees is an advantage.
- Proven ability to communicate cross-culturally, clear and concise communication in writing (English).
- Demonstrate ability to work effectively with a variety of stakeholders.
- Experience in leading interactive training seminars or orientation sessions for youth and adults.

Skills:

Position specific skills, for example:

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization, with a focus on refugee resettlement.
- Knowledge of pre-departure orientation training (curriculum development, training techniques) and the use of virtual training tools.
- Knowledge of resettlement programming as it applies specifically to Canada.
- Knowledge of basic financial monitoring (rules and regulations).

Languages:

- Language required for the position, for example: Fluency in English (oral and written) is required
- Working knowledge of French, Kiswahili, Somali, Amharic, Tigrinya, Oromo or Arabic is an asset.

Competencies:

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

Values - all IOM staff members must abide by and demonstrate these three 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 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.

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 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.

Method of application:

If you are qualified for this position, please email the following to pretoriacvs@iom.int under the reference: VNSA2024/22 in the subject line of your email:

- a) Letter of motivation
- b) Up-to-date Resume/CV
- c) Copy of valid South African Identity Document (ID)
- d) IOM Personnel History form which can be downloaded from this website:
<https://southafrica.iom.int/vacancy>

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.