



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Labor Migration Unit Coordinator
Position grade	SST UG99
Duty station	San José, Costa Rica
Position number	XXXXXXXX
Job family	Operations
Organizational unit	10007937
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	
Reports directly to	20069761
Number of Direct Reports	2
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>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.</p> <p>The Western Hemisphere Program, funded by the United States Department of State, Bureau of Population, Refugees and Migration (PRM), seeks to strengthen the capacities of States in Central America, Mexico, and the Caribbean to manage migration in a humane and sustainable manner. The Program has four pillars: migration management, regional dialogue and partnerships, migration crisis management, and communication for development. The Program has national activities in 12 countries.</p> <p>Under the general supervision of the Regional Director and the direct supervision of the Senior Regional Program Coordinator, the Labor Migration Unit Coordinator will be responsible for executing the following tasks:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"><li>1. Develop research tasks, collection and systematization of information related to labor migration that are required within the framework of the program; promoting knowledge management and the permanent updating of the work team on the topics related to the Program.</li><li>2. Propose guiding documents such as terms of reference and concept notes for the technical planning and execution of the different activities related to labor migration.</li><li>3. Technically review the various products on labor migration of the Program, monitor and technically supervise consultants hired for this purpose, as well as to the staff of the Program linked to the subject that requires it.</li><li>4. Design and execute comprehensive and sustainable training processes (methodologies and training models) of high quality, focused on capacity</li></ol>	

<p>building, skills development, and impact measurement, aimed at institutions, and social organizations, as well as other relevant actors.</p> <ol style="list-style-type: none"> <li>5. Contribute to identifying and promoting participation in coordination spaces related to labor migration.</li> <li>6. Promote the adoption, application and measurement of the gender and human rights mainstreaming in the design and implementation of the activities of the Program, and in general the Sustainable Development Goals and international commitments on migration.</li> <li>7. Collaborate with the development of technical content and distribution of communication and information materials related to the Program's labor migration activities, including the updating of existing Internet resources or intranet sites, as appropriate.</li> <li>8. Provide support to the Regional Coordinator of the Program and Sub-regional Coordinators, in the design, programming and implementation and monitoring of the activities of the Program related to labor migration.</li> <li>9. Develop and implement a monthly work plan of regional activities on labor migration and carry out the corresponding follow-up actions.</li> <li>10. Support the monitoring of the work plans and particularly the labor migration activities of the teams in the different countries of the Program.</li> <li>11. Collaborate in the preparation of intermediary, final and ad-hoc technical reports.</li> <li>12. Prepare intermediary, final and ad-hoc technical and financial reports related to the areas of responsibility mentioned above.</li> <li>13. Support in the development and management of international cooperation projects linked to the areas of impact of the program and aimed at achieving its strengthening, continuity, and sustainability.</li> <li>14. Make work trips related to the project.</li> <li>15. Other tasks assigned accordingly.</li> </ol>
<p><b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b></p>
<p><b>EDUCATION</b></p>
<ul style="list-style-type: none"> <li>• Bachelor's or equivalent in social sciences (psychology, social work), political sciences, law or similar.</li> </ul>
<p><b>EXPERIENCE</b></p>
<p>2 years of experience in:</p> <ul style="list-style-type: none"> <li>• Technical assistance in cooperation projects, with a focus on capacity building</li> <li>• Experience in the design and organization of academic activities, such as seminars, forums or workshops</li> <li>• Technical expertise in several issues related to migration: labor migration, human trafficking, smuggling of migrants, emergencies, prevention, violence, consular protection, and other areas such as public policy formulation, citizen participation.</li> <li>• Development of academic research and studies related</li> </ul>
<p><b>SKILLS</b></p>
<p>Knowledge in issues related to migration and particularly labor migration. Knowledge on other issues such as human trafficking, smuggling of migrants, emergencies,</p>

prevention, violence, consular protection and / or formulation of public policies, citizen participation) will be an advantage.

Skills in training processes for governmental and non-governmental organizations and other actors.

**V. LANGUAGES**

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and Spanish (oral and written).	French

**VI. COMPETENCIES<sup>1</sup>**

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: 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.

**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: work strategically to realize the Organization’s goals and communicates a clear strategic direction.

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

**SIGNATURES:**

1<sup>ST</sup> LEVEL SUPERVISOR

DATE

2<sup>ND</sup> LEVEL SUPERVISOR

DATE