



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

TERMS OF REFERENCE

I. POSITION INFORMATION	
SVN No:	SVN/IOMSO/035/2014
Position title	Project Coordinator
Position grade	NO-C Equivalent to US \$2,272.78pm
Type of contract	Short Term under 3 rd Party Contract
Duty station	Hargeisa , Somaliland
Duration of Assignment	Until 30 th June 2014.
Seniority band:	N/A
Job family:	Programs
Organizational unit:	Field Coordination Unit
Position rated	NO
Subject to rotation	NO
Reporting directly to	TIS Deputy Program Manager- Programs
Overall supervision by	Program Manager IOM TIS
Managerial responsibility	YES
Directly reporting staff	Entire TIS Hargeisa staff members

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>The overall objective of the Transition Initiative for Stabilization (TIS) program is to promote stability in Somalia through targeted interventions that foster good governance, safety and economic recovery.</p> <p>Under the overall guidance of the Program Manager for IOM TIS program and under overall supervision of the TIS Deputy Program manager for the Project Coordinator will be responsible for the planning, coordination, execution, monitoring, and overall management of the <i>TIS program</i> in Somaliland. The Program Coordinator will be based in Hargeisa, Somaliland and work closely with the IOM's Hargeisa sub- office.</p>
III. RESPONSIBILITIES AND ACCOUNTABILITIES
<ol style="list-style-type: none">1. Be responsible for making key decisions and solving problems in short time frames while ensuring operational and programmatic integrity.2. Conceptualize and design project innovations/activities and resource allocation for the program, all in close coordination with program funders/management in Nairobi.3. Supervise the <i>TIS Somaliland</i> management team dedicated to the program; assist in the identification of new or additional staff and or consultants, adjusting program direction and staffing plans to meet overall program activities in consultation with program funders/management in Nairobi. Specifically, supervise the different <i>TIS Somaliland</i> project implementation staff such as Sr. Program Advisor, M&E Officer, Project Engineers and ensure that all departments are smoothly coordinating together to achieve program objectives while ensuring that program procedures, methodologies and tools are developed in a coordinated fashion with the donor/Nairobi-based management and contribute toward those objectives.4. Manage, oversee, and report on progress and quality of performance of the <i>TIS Somaliland</i> program, implementing partners and sub-grantees within the framework of a small grants program. Ensure that Grant notes, weekly reports and other narrative reports to the members of the Senior Management Team are submitted on a regular basis. This is done on weekly, monthly, quarterly and ad-hoc bases. Provide regular updates, correspondence and coordination with Nairobi-based management, in support of donor coordination arrangements. Develop and create measurements



<p>regarding strategic goals and objectives of the program and assess program's ability to achieve said goals.</p> <ol style="list-style-type: none">5. Assume responsibility for the overall management of the relationship with the government line ministries, stakeholders and regional and district government administration partners in Somaliland6. Provide technical assistance to grantees as required, or arrange technical assistance from the relevant government authority. The Project Coordinator is responsible for evaluating grants throughout implementation and once the grant activities are closed out, and to identify potential grantees and grants that are appropriate to respond to overall program goals.7. Perform such other duties as may be assigned by the Nairobi-based management.
<p>The incumbent is expected to demonstrate the following technical and behavioural competencies</p>
<p>Behavioural</p>
<p>Accountability</p> <ul style="list-style-type: none">• Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);• Accepts and gives constructive criticism;• Follows all relevant procedures, processes, and policies;• Meets deadline, cost, and quality requirements for outputs;• Monitors own work to correct errors;• Takes responsibility for meeting commitments and for any shortcomings; <p>Client Orientation</p> <ul style="list-style-type: none">• Identifies the immediate and peripheral clients of own work;• Establishes and maintains effective working relationships with clients;• Identifies and monitors changes in the needs of clients, including donors, governments, and program beneficiaries;• Keeps clients informed of developments and setbacks; <p>Continuous Learning</p> <ul style="list-style-type: none">• Contributes to colleagues' learning;• Demonstrates interest in improving relevant skills;• Demonstrates interest in acquiring skills relevant to other functional areas;• Keeps abreast of developments in own professional area; <p>Communication</p> <ul style="list-style-type: none">• Actively shares relevant information;• Clearly communicates, and listens to feedback on, changing priorities and procedures;• Writes clearly and effectively, adapting wording and style to the intended audience;• Listens effectively and communicates clearly, adapting delivery to the audience <p>Creativity and Initiative</p> <ul style="list-style-type: none">• Actively seeks new ways of improving programmes or services;• Expands responsibilities while maintaining existing ones;• Persuades others to consider new ideas;• Proactively develops new ways to resolve problems;

**Leadership and Negotiation**

- Convinces others to share resources;
- Actively identifies opportunities for and promotes organizational change;
- Presents goals as shared interests;
- Articulates vision to motivate colleagues and follows through with commitments;

Performance Management

- Provides constructive feedback to colleagues;
- Identifies ways for their staff to develop their abilities and careers;
- Provides fair, accurate, timely, and constructive staff evaluations;
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures;
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations;

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities;
- Identifies priority activities and assignments for self and others;
- Organizes and documents work to allow for planned and unplanned handovers;
- Identifies risks and makes contingency plans;
- Adjusts priorities and plans to achieve goals;
- Allocates appropriate times and resources to complete tasks;

Professionalism

- Masters subject matter related to responsibilities;
- Identifies issues, opportunities, and risks central to responsibilities;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Persistent, calm, and polite in the face of challenges and stress;
- Treats all colleagues with respect and dignity;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment;
- Contributes to, and follows team objectives;
- Gives credit where credit is due;
- Seeks input and feedback from others;
- Delegates tasks and responsibilities as appropriate;
- Actively supports and implements final group decisions;
- Takes joint responsibility for team's work;

Technological Awareness

- Learns about developments in available technology;
- Proactively identifies and advocates for cost-efficient technology solutions;
- Understands applicability and limitation of technology and seeks to apply it to appropriate work;

Resource Mobilization

- Establishes realistic resource requirements to meet the TIS Somaliland program needs;
- Builds stable strategic alliances with relevant parties;



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Technical

- Demonstrated experience and skills in staff management;
- Proven expertise in Program cycle management;
- Good experience in coordinating with government agencies and other partners.

V. EDUCATION AND EXPERIENCE

1. University degree preferred, such as in law, international relations, governance, development or a related field, or related field such as economics or human resources management.
2. Minimum of five years of professional experience in the field of governance and development, or management, especially in international organizations such as NGOs.
3. Minimum of three years specific experience in the field of development with program design, implementation and management.
4. Experience in community participation and consensus-building programs.
5. Thorough knowledge and understanding of government structures and current development planning in Somaliland
6. Demonstrated capacity to understand and analyse the national, regional, and local political context in Somalia and Somaliland.
7. A drive for results in a high-volume, quick-paced programme environment; creativity and analytical capability required to respond to evolving programme demands and current events.
8. Excellent computer skills, including MS Office suite.
9. Written and spoken fluency in English and Somali is required.

VI. LANGUAGES

Required

Fluent English and Somali

Method of Application: Interested candidates should submit CV and a cover letter indicating the Vacancy Notice Number, with three professional references and contacts (email or telephone) to the:

International Organization for Migration (IOM)
Somalia Coordinating office in Nairobi
Human Resources Department,
Gitanga Groove, off Gitanga Road
P.O. Box 1810 - 00606
Nairobi

Or

Send by email to: recruitmentsomalia@iom.int

Closing date: 6th May 2014

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.