

Reference: EO/821/2023

The International Organization for Migration (IOM) presents its compliments to the Permanent Missions of IOM Member States and, in line with Council Resolution No. 1385 of 28 October 2020 on strengthening the senior leadership structure of the Organization, has the honour to invite Member States to nominate candidates for the positions of Deputy Director General for Operations and Deputy Director General for Management and Reform.

The terms of reference for each position, as contained in Annexes I and II of document C/Sp/4/4 of 12 October 2020, as well as the list of qualifications required of candidates, are enclosed herewith.

IOM Member States are requested to nominate candidates by 15 November 2023. Nominations should be communicated to the IOM Secretariat, at [iomcr@iom.int](mailto:iomcr@iom.int), via note verbale. Nominations should include a detailed curriculum vitae and contact information for each candidate.

Further queries on the nomination process may be addressed to the IOM Secretariat ([iomcr@iom.int](mailto:iomcr@iom.int)).

The International Organization for Migration avails itself of this opportunity to renew to the Permanent Missions of IOM Member States the assurances of its highest consideration.



Geneva, 28 September 2023



**To: Permanent Representatives of Member States  
of the International Organization for Migration**

**Post Title: Deputy Director General for Operations**  
**Duty Station: Geneva, Switzerland**

### **I. Background:**

IOM is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to:

- Assist in meeting the growing operational challenges of migration management.
- Advance understanding of migration issues.
- Encourage social and economic development through migration.
- Uphold the human dignity and well-being of migrants.

### **IOM's Strategic Focus**

- To provide secure, reliable, flexible and cost-effective services for persons who require international migration assistance.
- To enhance the humane and orderly management of migration and the effective respect for the human rights of migrants in accordance with international law.
- To offer expert advice, research, technical cooperation and operational assistance to States, intergovernmental and non-governmental organizations and other stakeholders, in order to build national capacities and facilitate international, regional and bilateral cooperation on migration matters.
- To contribute to the economic and social development of States through research, dialogue, design and implementation of migration-related programmes aimed at maximizing migration's benefits.
- To support States, migrants and communities in addressing the challenges of irregular migration, including through research and analysis into root causes, sharing information and spreading best practices, as well as facilitating development-focused solutions.
- To be a primary reference point for migration information, research, best practices, data collection, compatibility and sharing.
- To promote, facilitate and support regional and global debate and dialogue on migration, including through the International Dialogue on Migration, so as to advance understanding of the opportunities and challenges it presents, the identification and development of effective policies for addressing those challenges and to identify comprehensive approaches and measures for advancing international cooperation.
- To assist States to facilitate the integration of migrants in their new environment and to engage diasporas, including as development partners.
- To participate in coordinated humanitarian responses in the context of inter-agency arrangements in this field and to provide migration services in other emergency or post-crisis situations as appropriate and as relates to the needs of individuals, thereby contributing to their protection.

- To undertake programmes which facilitate the voluntary return and reintegration of refugees, displaced persons, migrants and other individuals in need of international migration services, in cooperation with other relevant international organizations as appropriate, and taking into account the needs and concerns of local communities.
- To assist States in the development and delivery of programmes, studies, and technical expertise on combating migrant smuggling and trafficking in persons, in particular women and children, in a manner consistent with international law.
- To support the efforts of States in the area of labour migration, in particular short-term movements, and other types of circular migration.

## **II. Duties:**

The Deputy Director General for Operations reports directly to the Director General and is part of IOM's senior management team, driving executive leadership, management and strategy development. She/he assists and advises the Director General in the development and promotion of IOM's vision and strategic orientations. Following the terms of the delegation of powers by the Director General, the Deputy Director General for Operations exercises oversight responsibility for IOM's global programmes and operations, and for the implementation of effective programme delivery throughout the Organization. In particular, she/he will:

- Advise and assist the Director General, as a member of IOM's senior management team, in the formulation and interpretation of policy and strategies to ensure IOM programmes and operations are implemented consistently and effectively, and in a results-based framework;
- Ensure that operational effectiveness and technically sound approaches receive the necessary priority in the overall policy formulation, strategic planning and resource allocation of the Organization, and are integrated into all aspects of the management and delivery of operations and activities;
- Oversee implementation of the IOM Strategic Vision and related policy frameworks at field level, ensuring IOM activities are conceived and implemented in a coherent manner;
- Maintain regular dialogue with Headquarters-based Directors and Regional Directors to provide guidance and advice on IOM thematic areas and accompanying frameworks, and ensure regional offices and field operations obtain timely and sound technical support and advice, as required;
- Oversee, in consultation with the regional offices and Headquarters thematic areas, selective reviews of IOM field operations, with particular focus on situations spanning several countries/regions;
- Direct the development of a clear management and accountability framework for the performance of IOM operations in the field;
- Pursue effective partnerships in support of the effective delivery of IOM operations and programmes, including within the United Nations system, with other international organizations, international financial institutions and non-governmental entities;
- Provide functional guidance to all Regional Directors as pertains to external relations and resource mobilization;
- As delegated by the Director General, represent the Director General vis-à-vis external parties, including governments, the United Nations system (including the High-level Committee on Programmes), international and intergovernmental organizations, non-governmental organizations and other actors, and attend relevant multilateral and bilateral forums;
- Take part in relevant IOM governing body meetings, as directed by the Director General.

### **III. Competencies:**

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.

**Core Competencies** – Behavioural indicators – Level 3

- **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 – Level 3

- **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.

#### **IV. Qualifications:**

**Education:** Advanced university degree (minimum Master's degree or equivalent) in the field of international relations, political and social sciences, economics, management or related area.

#### **Experience:**

- At least 20 years of progressively responsible experience in the humanitarian aid and/or international development fields, including at field level;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex operations and institutional structures;
- An understanding of the United Nations system, including key current humanitarian and development priorities, policies and procedures, as well as key United Nations coordination frameworks;
- Extensive experience in the migration, displacement and human mobility policies and operations, including experience at the international level;
- Extensive experience in inter-governmental affairs;
- Excellent people and team management skills, with demonstrated success managing teams of international experts;
- Demonstrated record of personal and professional integrity.

#### **Languages:**

English, French and Spanish are the official languages of the International Organization for Migration. For this post, fluency in English is required, with excellent and proven drafting and public speaking skills. Knowledge of a second Official Language or UN Language is an asset.

**Post Title: Deputy Director General for Management and Reform**  
**Duty Station: Geneva, Switzerland**

### **I. Background:**

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## II. Duties:

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- Advise and assist the Director General, as a member of IOM's senior management team, in the formulation and interpretation of policy and strategies related to resource management functions; including the oversight of budget, accounting and treasury functions; human resources management; information and communications technology; results-based and risk management; monitoring and evaluation; supply chain and procurement processes; transparency and accountability;
- Chair and oversee the IOM Internal Governance Framework, and related senior-level interdepartmental task forces and working groups established with a view to implementing elements of the Internal Governance Framework;
- Maintain regular dialogue with Headquarters-based Directors, Regional Directors and Directors of the Manila and Panama Administrative Centres in relation to business transformation and institutional reform processes, and ensure regional offices and field operations obtain timely and sound support and advice, as required;
- Maintain a general overview of the Organization's funding situation, including resource mobilization efforts and budget consumption, with a view to ensuring that IOM programmes and activities are adequately financed and that related activities are implemented in a timely and effective manner, with a view to enhancing IOM's transparency and accountability;
- Undertake regular reviews of IOM's resource management systems and processes, and propose institutional changes and reform processes in order to ensure the Organization remains effective and efficient;
- Assist the Director General in institutional efforts towards budget reform;
- Provide functional guidance to all Regional Directors as pertains to external relations and resource mobilization;
- As delegated by the Director General, represent the Director General vis-à-vis external parties, including governments, the United Nations system (including the High-level Committee on Management), international and intergovernmental organizations, non-governmental organizations and other actors, and attend relevant multilateral and bilateral forums;
- Take part in relevant IOM governing body meetings, as directed by the Director General.

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#### **IV. Qualifications:**

**Education:** Advanced University degree (minimum Master's degree or equivalent) in the field of public administration, economics, business management or related area.

#### **Experience required:**

- At least 20 years of progressively responsible experience in the administrative and management fields;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations and institutional structures;
- An understanding of the United Nations system, including key current management priorities, policies and procedures, as well as key business processes applicable to international organizations;
- Knowledge of the migration, displacement and human mobility policies and operations, including experience at the international level;
- Extensive experience in inter-governmental affairs;
- Excellent people and team management skills, with demonstrated success managing teams of international experts;
- Demonstrated record of personal and professional integrity.

#### **Languages:**

English, French and Spanish are the official languages of the International Organization for Migration. For this post, fluency in English, is required, with excellent and proven drafting and public speaking skills. Knowledge of an additional official or UN language is an asset.