



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

Terms of Reference

I. POSITION INFORMATION	
Position title	Reporting Officer
Position grade	Special Short Term Ungraded
Duty station	Gaziantep, Turkey
Appointment type	Special short term, six months with possibility of extension
Position rated on	
Reports directly to	Project Development Officer
VACANCY-SPECIFIC INFORMATION	
Estimated closing date	
Estimated start date	As soon as possible
Posting channel	
Complete WBS (up to the 5th level)	
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the direct supervision of the Project Development Officer and in close coordination with the Information Management (IM), Public Information (PI) and all other operational teams/units in IOM Sub- Office in Gaziantep, the successful candidate will provide technical programmatic reporting support function to various programmes implemented in the Sub-Office.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Contribute to timely and accurate reporting including monthly, interim and final reports for donors and the Mission based on programme objectives, work plans and timelines set by project agreements. 2. Produce info sheets, project bulletins, compendiums and human interest stories. 3. Assist in categorizing, updating, tracking and analyzing data related to various projects in close coordination with Information Management Unit. 4. Conduct desk research to gather progress information on the Syria Regional Crisis and consequent changes in government policies and impact on international humanitarian action. 5. Work closely with other programme support units and ensure good sharing of information among different offices and teams. 6. Maintain thorough understanding of IOM Gaziantep Office's programmes, projects and activities, general and specific reporting requirements, and the relevant information management and reporting mechanisms (e.g. beneficiaries' and activities database). 7. Perform other duties as may be assigned. 	

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • Master's degree in International Development, International Studies, Migration Studies, Political Science, Social Science, Communication or other related field from an accredited academic institution with two years of relevant professional experience; or • Bachelor's degree in the above fields with four years of relevant professional experience. 	
EXPERIENCE	
<ul style="list-style-type: none"> • Experience in report writing, project development and/or project management with a preferred focus on humanitarian assistance and/or development; • Sound knowledge of Monitoring and Evaluation (M&E) and project implementation; Experience in working with UN agencies and/or NGOs is preferable; • Knowledge of the region is an advantage. 	
V. LANGUAGES	
Required (specify the required knowledge)	Advantageous
English (Fluent)	Turkish and/or Arabic (Working Knowledge)
VI. COMPETENCIES¹	
<p>The incumbent is expected to demonstrate the following competencies:</p> <ul style="list-style-type: none"> • Accountability – takes responsibility for action and manages constructive criticisms • Client Orientation – works effectively well with client and stakeholders • Continuous Learning – promotes continuous learning for self and others • Communication – listens and communicates clearly, adapting delivery to the audience • Creativity and Initiative – actively seeks new ways of improving programmes or services • Leadership and Negotiation – develops effective partnerships with internal and external stakeholders; • Performance Management – identify ways and implement actions to improve performance of self and others. • Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility; • Professionalism - displays mastery of subject matter • Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation. • Technological Awareness - displays awareness of relevant technological solutions; • Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level) 	
Notes²	

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

² Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: "The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process".

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to Apply:

Interested candidates are requested to submit their application, including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied in the subject line of the e-mail to iomtrjobs@iom.int

Only shortlisted candidates will be contacted.