



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Manager
Position grade	UG
Duty station	Ashgabat, TURKMENISTAN
Position number	20048504
Job family	Programme
Organizational unit	10005160
Reports directly to	Head of Office
Number of Direct Reports	NA
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under direct supervision of the Head of Office in Turkmenistan the incumbent will be responsible and accountable for implementation and coordination of a cluster of IOM projects in Turkmenistan.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ul style="list-style-type: none">• Support the technical, administrative and financial management of a cluster of projects in line with project documents (proposal, budget, results framework).• Implement project activities under the incumbent's direct management.• Support the implementation of projects assigned to the incumbent in his capacity as manager of a cluster of projects .• Support the preparation and internal clearance of project/donor reports, project revisions in a timely and accurate manner.• Assist in implementation of the project management segments relating to communication with implementing partners and coordination of compliance of project expenditures with actual budget of projects;• Assist in development of project proposals and concept notes and maintaining communication with key government institutions and other project partners;	

- Assist in raising awareness of government stakeholders, donors, UN Agencies, NGOs, and others as may be needed of IOM's plans and project activities
 - Assist in monitoring of the implementation and evaluation of all projects under the incumbent's responsibility for identification of deviations and recommendation of corrective actions.
 - Ensure maintaining donor's visibility during the implementation of projects /
 - Communicate with vendors and prepare draft documents for projects under the incumbent's direct management , including contracts, invoices, etc., to facilitate the implementation of project activities.
 - Participate in project meetings assigned to the incumbent in his capacity as manager of a cluster of projects and take follow-up actions on the decisions made during such meetings.
- Coordinate and provide inputs to IOM reporting under the UN Cooperation Framework.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

Bachelor's degree in Business Administration, Social Sciences, or other related fields.

EXPERIENCE

- At least five years of working experience in the project management and implementation.
- Prior experience in project management with International Organizations and knowledge of programmatic and financial aspects of projects and programs and relevant procedures and protocols is desirable. Experience in project development, monitoring and evaluation and liaising with relevant national stakeholders will be an advantage.
- Experience in organizing and coordinating events involving multiple parties and requiring diplomatic skills and sensitivity;

SKILLS

- Understanding of the broad range of issues pertaining to international relations, UN system, migration and development.
- Exceptional organizational skills, excellent planning, and follow-up skills.

- Ability to document and write various types of reports in English (donor reports, minutes of meetings, protocols, press-releases).
- Diplomatic skills and sensitivity to the context.
- Understanding of UN principles of procurement and contracting.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in Russian and English.	Turkmen language is highly desirable.

VI. COMPETENCIES¹

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 Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Planning and coordination: plan all events in a due manner, follows up on plans, timely informs all stakeholders about the plans, the follow up action, and any changes therein; ensures transparency and communicates clearly when planning.
- 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 matters in an informative way.

SIGNATURES:

Head of Office:

Project Manager:

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