

Programme Officer

Fiji

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS

Assignment title	Programme Officer		
Partner Organisation	International Organization for Migration		
Location	<i>Please enter details of the location (town and country). This cell does not auto-update from APF.</i>		
Website of Partner Organisation	https://www.iom.int		
Duration of assignment	12 weeks (Yes to flexibility)	Start date	25-Oct-21
Type of assignment	Remote	Australian Organisation	N/A

PARTNER ORGANISATION OVERVIEW

Established in 1951, International Organization for Migration (IOM) is 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.

Fiji became an IOM member state in 2013, and IOM and the Government of Fiji signed a Cooperation Agreement in 2015. IOM established an office in Suva, Fiji in 2017 to work with the Government of Fiji and governments of nearby Pacific Island countries on issues relating to migration, including on the thematic areas of migration and climate change, labour migration and human mobility, migration and development, counter-trafficking and migrant protection, and emergency preparedness and response.

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ASSIGNMENT DETAILS

Assignment overview

An opportunity to seek the support of an Australian Volunteer with previous work experience and skills will be beneficial to the IOM office in Fiji as it will allow an exchange of ideas, skills and knowledge across staff. The Australian Volunteer will focus on a regional programme that seeks to incorporate several diverse perspectives, including those from Fiji, other Pacific Islands and Australia and New Zealand. From this point of view, and in this regard, the Volunteer would also support the creation of a regionally diverse team.

Assignment objectives

To contribute to the achievement of IOM Fiji project outcomes by supporting implementation, delivery of activities and quality outputs

To support strengthened coordination across stakeholders engaged in addressing climate related mobility

To enhance effectiveness and sustainability of current projects through monitoring and evaluation support, as well as project development

To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

Duties and responsibilities of the volunteer

Assist in programme implementation, including assisting in organizing consultations and workshops including logistics, presentations, meeting documents, drafting meeting minutes and reports

Undertake supervised desk research on selected issues to support with case studies and policy briefs as well as reviewing and finalizing outputs, such as training packages and curriculums

Assist in the monitoring, evaluation and reporting of the PCCMHS programme including by completing monitoring templates, drafting reports, systematically filing and tracking all PCCMHS documents;

Support the functioning of the Pacific Resilience Partnership Technical Working Group on Human Mobility, including organization of meetings and review of research briefs

Support project development for the continuation of existing projects as well as new projects in related thematic areas

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Selection criteria
<ul style="list-style-type: none"> • University degree in Political or Social Sciences, Climate Change, Sustainable Development, Refugee and Migration Studies, International Relations, Law or a related field from an accredited academic institution with five years of relevant professional
<ul style="list-style-type: none"> • Experience in project development, implementation, monitoring and evaluation and reporting
<ul style="list-style-type: none"> • Experience in liaising with governmental authorities and local communities, as well as national and regional institutions
<ul style="list-style-type: none"> • Demonstrated expertise in working on migration issues or climate change, environmental issues and/or disaster risk reduction
<ul style="list-style-type: none"> • Excellent written and oral communication skills

Desirable skills, language and experience
<ul style="list-style-type: none"> • Knowledge or experience of national issues and Pacific level issues an advantage
<ul style="list-style-type: none"> • Experience in working in a multi-partner or regional project and with UN agencies is an advantage
<ul style="list-style-type: none"> • Experience working on developing training curriculums and other research products an advantage

Line Manager	Sabira Coelho
Staff Supervision	No
Working relationships	<i>Please provide any additional details. This cell does not auto-update from APF.</i>
Hours and days of work	Monday to Thursday 8am-5.30pm
Leave	All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.
Professional indemnity insurance	<i>No - This assignment is not deemed to require professional indemnity insurance</i>
(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Living allowance	\$30AUD The allowance levels are based on the cost of living in the host country location and are listed in \$AUD. Allowances will be reviewed periodically and may increase or decrease.
Accommodation allowance	
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment and discuss expected living conditions with their in-country recruitment officer.

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HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more

Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.

(Delete any that do not apply)

