

**V6AI- AM/KUTE-FM Radio Announcement Form**  
**Department of Youth & Civics Affairs**

Announcement No. \_\_\_\_\_

To: Director, DY&CA  
From: IOM Office

Starting Date : 5/17/23  
Ending Date : 5/26/23

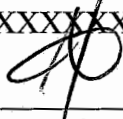
Frequency:  
☒ Regular – 3x per day      ☐ Emergency – ASAP

Languages (*check all that apply*):  
☒ English    ☒ Yapese    ☒ Outer Island

Directions:  
All announcements should be type-written and double spaced. If more space is needed, please attach an extra sheet.  
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See Attachment

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Reviewed & Approved By:		<u>19 MAY 23</u>
	DY&CA, Director Alex Gilfiley	Date

FOR V6AI-AM/KUTE-FM OFFICIAL USE ONLY

Received By: _____	Date: _____	Time: _____
Chief of Media		



IOM International Organization for Migration

## SPECIAL VACANCY NOTICE

Position	: <b>Programme Assistant (DRR)</b>
Organizational Unit	: <b>Programmes (10017153)</b>
Duty Station	: <b>Yap, Federated States of Micronesia</b>
IOM Classification	: <b>G-4</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN FM 2023_008</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>26 May 2023</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. To the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the overall supervision of the Chief of Mission, in close coordination with the Project Officer for the Inclusive Mitigation and Preparedness in Action (IMPACT) project in Pohnpei, Federated States of Micronesia, and under the direct supervision of the National Head of Sub Office (HOSO) in Yap, the successful candidate will assist in implementing programme activities, coordinating with local stakeholders, developing programme Information, Education and Communication (IEC) materials tailored to the local context, facilitating community events and trainings, and overseeing community mitigation projects in the areas of food security, WASH, and emergency shelters. S/he will provide technical expertise on emergency response contingency plans, post-disaster damage and other assessments, and protecting well-being of those affected by disasters.

### **Core Functions / Responsibilities:**

1. Assist the Project Officer in the implementation, monitoring, and timely reporting of programme activities and deliverables to ensure smooth project implementation and close adherence to the programme's workplan.
2. Assist in planning, organizing, and conducting community outreach, including meetings, workshops, trainings, and/or focus group discussions to build climate change adaptation capacity, including on water and food security, and evacuation shelters.
3. Ensure the correct and timely completion of required administrative forms by programme assistants in a timely manner in order to facilitate the implementation of programme activities in accordance with the programme's workplan.
4. Ensure the collection of documents, verify the completion and authenticity of documents, data and other inputs, to the extent possible. Documentation may include but is not limited to attendance sheets, photo documentation, log-books, etc.

5. Conduct mapping activities and input information into appropriate software as well as assist with the planning and implementation of community outreach events as required.
6. Ensure the appropriate branding of key products and events with IOM and donor logos in order to increase awareness of programs implemented by IOM and funded by the donor.
7. Monitor hazards and provide support for potential emergency response activities under the guidance of the Programme Manager and assist as necessary.
8. Maintain program information required for reporting to the donor, compile and prepare project activity report through weekly, monthly and other ad-hoc reports.
9. Strictly comply to IOM's policies and procedures including prevention of sexual exploitation and abuse and promotion of a respectful work environment.
10. Perform such other duties as may be assigned.

**Required Qualifications and Experience:**

- University degree in Public/Policy Administration, Liberal Arts, Communications, Public Health or Crisis Management, or a related field from an accredited academic institution with two years of relevant professional experience; or
- High school diploma with four years of relevant professional experience.
- Experience in the field of disaster risk reduction (DRR) or emergency response is preferred.
- Experience implementing small-scale construction projects, and / or experience in construction-trades is preferred.
- Experience in water security, food security and strengthening evacuation shelters is preferred.
- Experience with Geographic Information Systems (GIS) is advantageous.
- Experience leading group and community-level discussions is preferred.

**Skills:**

- Ability to multi-task and meet project deadlines.
- Ability to communicate clearly and in public, as well as strong intrapersonal skills.
- Basic proficiency with MS Office and/or other commonly used office applications.
- Construction-trade skills such as basic carpentry or plumbing are advantageous.
- Ability to effectively facilitate meetings, trainings, and community activities.
- Knowledge of traditional customs.

**Languages:**

Fluency in English and Yapese (oral and written) is required; Working knowledge of any other Micronesian languages is an advantage, including outer island Yapese languages.

**Required Competencies:**

The incumbent is expected to demonstrate the following competencies:

**Values:**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 – behavioural indicators *level 1***

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

**Other:**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

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

Women with the above qualifications are encouraged to apply.

**How to apply:**

Interested candidates are invited to submit their applications via email to [HRmicronesia@iom.int](mailto:HRmicronesia@iom.int) indicating position applied on subject line by **Friday, 26 May 2023**.

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN FM 2023\_008 – Programme Assistant (DRR), Yap**.

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

**Please note only shortlisted candidates will be contacted.**

**Posting period:**

From 11.05.2023 to 26.05.2023