

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	National Research Officer (Mesoamerica )
Position grade	NOA
Duty station	San Jose, Costa Rica
Position number	XXXXXXXXX
Job family	Operations
Organizational unit	10007937
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Regional
Position rated on	February 2022
Reports directly to	20071116
Number of Direct Reports	0
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Established in 1951, IOM is a Related Organization of the United Nations, and as 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.</p> <p>The Western Hemisphere Program, funded by the United States Department of State, Bureau of Population, Refugees and Migration (PRM), seeks to strengthen the capacities of States in Central America, Mexico, and the Caribbean to manage migration in a humane and sustainable manner. The Program has four pillars: migration management, regional dialogue and partnerships, migration crisis management, and communication for development. The Program has national activities in 12 countries, including six countries in Mesomerica and operates regional research activities..</p> <p>Under the general supervision of the Senior Regional Program Coordinator and the direct supervision of the Deputy Regional Coordinator of the Western Hemisphere Program, the Research Officer will be responsible for executing the following tasks:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1. Carry out and assist in the coordination and monitoring of research tasks in response to the needs of countries in Mesoamerica, collection and systematization of information that are required in the framework of the program and ensuring quality standards; promoting knowledge management and the permanent updating of the work team on the topics related to the program.</li> <li>2. Develop guiding documents such as terms of reference and conceptual notes for the technical planning and execution of the different activities related to the research area.</li> <li>3. Provide technical support in the technical review of the various products of the Program related to the research area and data analysis, closely monitoring the teams of consultants hired for this purpose, as well as Program staff who require it.</li> </ol>	

4. Design and implement comprehensive and sustainable training processes for the development of high-quality research, focused on capacity building, competence development and impact evaluation, aimed at government institutions and civil society organizations, as well as other relevant actors.
5. Support national offices in Mesoamerica under the Program to apply IOM guidelines and quality research.
6. Coordinate and guide the research focal points in Mesoamerica, providing specialized support regarding any complex issues.
7. Coordinate and promote the communication and involvement of counterparts in the development of the research activities.
8. Coordinate, monitor, and promote the adoption, application, and measurement of the gender and human rights perspective in the design and implementation of Program activities, and in general, international commitments on migration.
9. Develop technical content and contribute to its distribution along with communication and information materials related to the activities of the Program, including updating existing internet resources or intranet sites, as appropriate.
10. Design, implement and monitor Program activities related to the research area.
11. Promote the incorporation of the gender perspective in all stages of the development of reports and knowledge management products.
12. Collect information on the Program's results to make them visible in the Program's communication materials such as newsletters and web page.
13. Prepare inputs for notes, speeches and presentations based on the information generated by the Program.
14. Contribute to the development of strategic recommendations for planning.
15. Other functions assigned by the Regional Coordination Unit of the Program, according to their professional capabilities.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

- Professional with a minimum of a master's degree in social sciences, public policy, international relations, law, international development, or another related technical field.
- Demonstrable knowledge in research methodologies.
- Demonstrable knowledge in migration matters.

##### **EXPERIENCE**

- Coordination and execution of academic research and studies related to the Program;
- Technical assistance in development projects, with a focus on capacity building;
- Experience in the design, execution and coordination of programs focused on the Mesoamerica region;
- Technical experience in various migration-related issues: labor migration, trafficking in persons, smuggling of migrants, emergencies, prevention, violence, consular protection, and other areas such as public policy formulation, citizen participation.

SKILLS	
<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills; demonstrated ability to effectively communicate complex concepts to cross functional partners</li> <li>• Strong project management skills – experience managing multiple projects at various stages in the project life cycle</li> <li>• An active team player with strong organizational, analytical, and project management skills; ability to lead and manage projects with minimal oversight</li> <li>• Intellectual agility, problem solving, ability to focus on big picture and on detail, analytical skills and decision making</li> </ul>	
V. LANGUAGES	
Required (specify the required knowledge)	Desirable
Fluency in English and Spanish (oral and written).	French
VI. COMPETENCIES <sup>1</sup>	
The incumbent is expected to demonstrate the following values and competencies:	
<p><b>Values</b> - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> <li>• <u>Inclusion and respect for diversity</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• <u>Integrity and transparency</u>: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>• <u>Professionalism</u>: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> </ul>	
<p><b>Core Competencies</b> – behavioural indicators <i>level 2</i></p> <ul style="list-style-type: none"> <li>• <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>• <u>Delivering results</u> produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.</li> <li>• <u>Managing and sharing knowledge</u> continuously seeks to learn, share knowledge, and innovate.</li> <li>• <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</li> <li>• <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.</li> </ul>	
<p>If direct reports (10th row above) for SES is greater than zero, then the managerial competencies below are inserted.</p> <p><b>Managerial Competencies</b> – behavioural indicators <i>level 2</i></p>	

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- 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 potential.
- Empowering others & building trust creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: work strategically to realize the Organization's goals and communicates a clear strategic direction.

**SIGNATURES:**

1<sup>ST</sup> LEVEL SUPERVISOR                      DATE

2<sup>ND</sup> LEVEL SUPERVISOR                      DATE