



POST DESCRIPTION

JUNIOR PROFESSIONAL OFFICER

I. POSITION INFORMATION	
Position title	Project Officer (Migration, Environment and Climate Change)
Position grade	P2
Duty station	Bujumbura, Burundi
Position number	TBD
Organizational unit	Programmatic
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	Pre-Classified
Reports directly to	TBD
II. ORGANIZATIONAL CONTEXT AND SCOPE	
IOM recognizes the urgent need to address the linkages between climate change, natural hazards and displacement and migration, and to develop sustainable solutions that enhance resilience and protect the rights and well-being of affected populations. IOM is the first UN agency and international organization to have established a Migration, Environment, and Climate Change (MECC) Division in 2015, dedicated to the migration-environment nexus. The objectives of the MECC Division are threefold: (1) To prevent forced displacement that results from environmental factors to the extent possible, (2) To provide assistance and protection to affected populations when forced migration does occur, and to see durable solutions for these situations, and (3) To facilitate migration as a climate change adaptation strategy and enhance the resilience of affected communities. Burundi is highly vulnerable to the adverse impacts of climate change, which exacerbate existing challenges related to displacement and migration. The changing climate patterns, including flooding, increased frequency of hazards and environmental degradation, have severe consequences for the livelihoods, food security and well-being of communities. These climate-related factors significantly contribute to population displacement and migration within the country and across borders. In Burundi, IOM established a presence in 2010 and contributes to strengthening the capacity of the Government to address migration challenges and maximize the benefits of migration. In 2019 IOM was selected as the Lead for UNDAF Burundi (2019-2023) Pillar 4, which focuses on Disaster Risk Reduction (DRR), Climate Change Adaptation, and ecosystem preservation and continues being the co-lead of this pillar under the new United Nations Sustainable Development Framework (UNSDCF) 2023-2027. IOM Burundi Programmatic Portfolio includes Migration Environment and Climate Change/Climate	

Adaptation/Disaster Risk Reduction (MECC/CAD/DRR) interventions, in coordination with the Ministry of Environment and the National Platform for Risk Prevention and Disaster Management as well as other relevant actors and UN Agencies. Furthermore, IOM Burundi is also Co-Lead for the NFI/Shelter emergency response sector in Burundi. At country level, IOM Burundi provide Government, humanitarian and development community with data tools including multi-hazard risk map by commune and the Stability Index – a research and analysis tool to analyse stability and associated displacement and return trends to inform programmatic recommendations on interventions.

Close coordination with Lake Tanganyika and the Great Lakes countries (such as Tanzania and the Democratic Republic of Congo) is crucial for MECC/CAD/DRR programming. Given the interconnected nature of the ecosystems and the shared risks, as flooding and landslides, coordinated efforts ensure a more effective and timely response to disasters. Additionally, it fosters stronger diplomatic ties and mutual support among the countries, which is essential for sustainable development and stability in the region.

Under the overall supervision of the Chief of Mission, the direct supervision of the Programme Coordinator in Bujumbura and, in close coordination with colleagues in relevant Units, and in consultation with Regional Thematic Specialists (RTS) in Nairobi, the successful candidate will be responsible and accountable for providing technical, administrative and logistical support and coordination for the development, implementation, monitoring and reporting of the Migration Environment and Climate Change/Climate Adaptation/Disaster Risk Reduction (MECC/CAD/DRR) themes within the Country Office and in coordination with Government and other UN Agencies and external stakeholders in Burundi.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support the coordination and implementation of MECC/CAD/DRR policies and programmes, including monitoring budgetary, administrative and technical aspects, in line with IOM's policies and procedures.
2. Support the design, set up and roll out new data collection and research activities in accordance with global standards and methodologies specifically linking migration, environment and climate change.
3. Contribute to processes related to development and implementation of policies, strategic and programmatic recommendations in Burundi such as the Kampala Ministerial Declaration on Migration, Environment, and Climate Change (KDMECC), Post Disaster Need Assessment etc .
4. Contribute to the mainstreaming of MECC/CAD/DRR in existing programmatic areas of IOM including but not limited to emergency response, migrant protection, labour migration, border management, and health.

5. Establish and maintain strong partnerships and liaison with government entities, UN agencies and other stakeholders in Burundi, including liaison related to the UNSDCF and related working groups.
6. Support regional coordination by facilitating the sharing of resources, expertise, and best practices in disaster management and collecting inputs for regional reporting and programme management.
7. Assist the Burundi CO's Team in promoting MECC/CAD/DRR related initiatives through drafting/reviewing of reports, proposals, press releases, newsletters, briefing notes, etc.
8. Support the Programme Coordinator in staff management and in monitoring the work of Consultants/Implementing Partners (IPs) recruited to support and/or undertake specific activities. Organize and facilitate capacity building activities to help build capacity of staff, partners, government officials, and other humanitarian actors.
9. Participate in relevant conferences, workshops, steering committees, and technical working groups, as well as other forums; contribute to the presentation of IOM activities.
10. Undertake duty travel as required to support coordination and monitoring activities for programme implementation.
11. Perform other relevant duties as assigned.

IV. COACHING AND LEARNING ELEMENT

As an integral part of the IOM assignment the Junior Professional Officer will:

- Gain experience in a UN Organization, including management and international cooperation activities, as well as understanding the dynamics of regional and international initiatives and working groups.
- Gain experience in migration policies of the region and of relevant migration governance strategies and responses.
- Acquire detailed knowledge of the EU institutions and their functioning.
- Acquire in-depth knowledge of IOM operation and activities.
- Be able to draft and finalize reports, concept notes and project proposals.
- Gain experience in working with governmental, non-governmental and United Nations institutions.
- Enhance negotiation skills in a multilateral setting.

V. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Master's degree in development studies, Humanitarian Studies, Social Science, International Relations, Environment, Climate Change, Natural Resources Management, Disaster Risk Management or International Law

from an accredited academic institution with minimum two years of relevant professional experience; or, • University degree in the above fields with four years of relevant professional experience.	
EXPERIENCE	
• Minimum of two years' work experience either on project development, project management, project monitoring and evaluation relevant to migration, environment, climate change and disaster preparedness; • Experience in the field of migration issues, including operational and field experience, project development, management and reporting; • Understanding of migration in relation to environment, climate change and natural disasters; • Sound knowledge of international fora and policy process in the areas of migration, climate change, environment, Disaster Risk Reduction, knowledge of frameworks such as UN conventions on climate change, ecosystems, desertification etc.; • Experience in liaising with governmental authorities, donors, academia, other national/international institutions and NGOs; • Computer/software literate, preferably knowledgeable in Microsoft Office, Adobe Acrobat and Photoshop; and, • Work experience in the region is an advantage.	
SKILLS	
• Good writing, communication and negotiation skills. • Good organization skills; analytical and creative thinking. • Proven ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. • High level of ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.	
VI. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese). For this position, working competency in English and French is required (oral and written).	Working knowledge of Arabic is an advantage.
VII. COMPETENCIES¹	

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

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 2.

- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

STAFF MEMBER

DATE