



**POST DESCRIPTION**

**JUNIOR PROFESSIONAL OFFICER**

<b>I. POSITION INFORMATION</b>	
Position title	Project Officer (Labour Market and Skills)
Position grade	P2
Duty station	Geneva
Position number	New
Organizational unit	Labour Mobility Division
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	HQ
Position rated on	11 April 2024 by L. KHARATYAN
Reports directly to	20061490- Sr Migration Governance Specialist (LMM)
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>The Labour Mobility Division (LMD) under the Department of Mobility Pathways and Inclusion (DMPI) facilitates pathways for regular migration, focusing on labour and education opportunities that meet the needs and aspirations of migrants, as well as the development, demographic and labour market goals of sending and receiving States.</p> <p>Collaborating closely with key partners, LMD is at the forefront of leveraging labour mobility as a transformative solution. Our aim is to unlock the full potential of skills matching and recognition, bridging global labour disparities, and propelling development, innovation, inclusive solutions and growth for migrants, diaspora communities, businesses, and nations worldwide. Together, we are shaping a future where opportunities abound for all, regardless of origin, transit, or destination.</p> <p>LMD collaborates with partners to establish labour pathways and opportunities that lead to meaningful employment, while safeguarding migrants' rights and empowering diaspora communities. Our focus extends to improving conditions in communities of origin, transit, and destination to foster inclusion and social cohesion and maximize migration's positive impact on sustainable development. LMD prioritizes harnessing the transnational contributions of migrants and diaspora members, leveraging their social, human, economic, and cultural capital to promote comprehensive development.</p> <p>The Labour Mobility and Markets (LMM) Unit under LMD is the institutional focal point at Headquarters for providing strategic policy and technical guidance to IOM Country Offices, governments, and partners in the area of labour migration governance, labour markets and skills mobility. It provides technical assistance and policy guidance to implement rights-based and evidence-based labour and skills mobility pathways that are responsive to labour market needs.</p>	

This work is done within the context of a changing world of work and education, market integration, labour market transformations, changing skills requirements, transnational connectivity, and value chains. Specific topics of expertise include conducting labour market assessments and analyses, including labour and skills anticipation, forecasting and projections, evaluating TVET and education systems in response to labour markets priorities, mainstreaming migration into labour market information systems and other data sources and initiatives, promoting coherence across migration, employment and education policies by establishing safe, orderly and development-oriented skills and talent mobility schemes, inter-state and multi-stakeholder cooperation, global dialogues and Regional processes, in coordination with other relevant LMD Units, HQ Departments and Regional and Country Offices.

Under the overall supervision of the Head of the Labour Mobility Division and the direct supervision of the Senior Migration Governance Specialist (LMM), the Project Officer (Labour Market and Skills) will contribute to the daily work and implementation of key initiatives focused on labour market and skills data to inform pathways for labour mobility.

### **III. RESPONSIBILITIES AND ACCOUNTABILITIES**

1. Provide overall support to the LMS unit and thematic area of skills and labour mobility with a special focus on labour markets, skills and employment-based pathways.
2. Undertake research and analysis on the intersection of labour markets, skills and labour migration.
3. Provide technical input to thematic guidance on labour market information and assessments, mobility and skills as well as to IOM tools and models of engagement in relevant thematic areas.
4. Act as a Focal Point between LMD's labour and skills mobility and humanitarian-oriented skills-based migration pathways workstreams. Coordinate regular exchanges between the two units and identify thematic synergies.
5. Keep the LM Division abreast of global trends in the areas of labour markets and labour mobility with a focus on its skill dimension, bilateral cooperation, changes in the world of work and education, labour markets development and information systems, labour mobility data, global competitiveness and innovation.
6. Coordinate and organize IOM internal and external events relating to LMD's and LMS's work in collaboration with IOM Country Offices, as well as external partners.
7. Monitor IOM's global labour mobility and skills portfolio and identify IOM good practices around the world with regards to labour markets and skills-based mobility.
8. Contribute to drafting concept notes, project proposals and reports on the division's areas of work.

<p>9. Draft talking points, policy briefs, info sheets and other communication and visibility materials in areas of thematic expertise for the organization and partners.</p> <p>10. Perform such other duties as may be assigned.</p>
<p><b>IV. COACHING AND LEARNING ELEMENT</b></p>
<p>As an integral part of the IOM assignment the Junior Professional Officer will:</p> <ul style="list-style-type: none"> <li>• Gain experience in a UN Organization and help build a thematic portfolio that links labour markets, skills with labour mobility pathways.</li> <li>• Gain experience in labour migration, including global framework, mechanisms and key issues as well as relevant migration governance strategies and responses.</li> <li>• Acquire detailed knowledge of labour mobility pathways and schemes around the world and their interaction with respective national labour markets.</li> <li>• Acquire in-depth knowledge of IOM operation and activities at HQ, regional and country level.</li> <li>• Enhance research and communication skills to synthesize complex information and effectively convey key messages to diverse stakeholders.</li> <li>• Be able to draft and finalize reports, concept notes, and project proposals, refining the ability to communicate effectively and articulate strategic recommendations.</li> <li>• Gain experience in working with governmental, non-governmental and United Nations institutions.</li> </ul>
<p><b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b></p>
<p><b>EDUCATION</b></p>
<ul style="list-style-type: none"> <li>• Master's degree in Economics, Public Policy, Statistics, Political Science or a related field from an accredited academic institution with two years of relevant professional experience.</li> </ul>
<p><b>EXPERIENCE</b></p>
<ul style="list-style-type: none"> <li>• Experience in quantitative and qualitative data analysis; and,</li> <li>• Experience in assessing issues of labour market demand and supply is an advantage.</li> </ul>
<p><b>SKILLS</b></p>
<ul style="list-style-type: none"> <li>• Good knowledge of labour markets, including demand and supply, employment and workforce dynamics;</li> </ul>

- Knowledge of processes and tools associated with labour market research mechanisms is an advantage;
- Good organization skills; analytical and creative thinking;
- Proven ability to work in diverse cultural contexts and work effectively in multicultural environments ;
- High level of professionalism and integrity, adhering to ethical standards and organizational values; and,
- Good communication and report writing skills.

#### V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English (oral and written).	Working knowledge of French or Spanish.

#### VI. COMPETENCIES<sup>1</sup>

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.

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

