



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **National Policy Officer**  
Duty Station : **Seoul, Republic of Korea**  
Classification : **National Officer, NOA**  
Type of Appointment : **Special-Short-term, Nine months with possibility of extension**  
Estimated Start Date : **ASAP**  
  
Closing Date : **May 01, 2022**

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.

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

### ***Context:***

Under the direct supervision of the Chief of Mission (CoM) in Republic of Korea, and in coordination with relevant units at the Headquarters (HQs) and the Regional Office (RO), the successful candidate will provide technical support and advice for the development and implementation of specific thematic activities at mission level as illustrated in the core functions and responsibility section.

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

1. Monitor internal and external environment and relevant policy, legislative and political developments, emerging trends and provide regular updates to the mission.
2. Support the CoM identifying migration policy issues in the Republic of Korea (RoK).
3. Support the CoM in identifying, promoting and fostering strategic, partnerships with government, national assembly, media, academic institutions, think tanks, research institutions and the civil societies, and conceptualize policy-oriented research.
4. Coordinate the preparation of statements, background documents and reports for relevant meetings with governments, international organizations, Civil Society Organizations (CSOs) and others.

5. Contribute guidance for the dissemination and exchange of information and documentation on global migration policy issues and institutional positions and by issuing requests for action as appropriate.
6. Research, collect and analyze relevant information on priority migration policy and assist in policy formulation, analysis and articulation related to these issues.
7. Attend external meetings with governments, international organizations, NGOs and others. Assist with the preparation of statements, background documents and reports for relevant meetings and events. Undertake duty travel relating to programme assessment and to liaison with counterparts and donors. Prepare responses to ad-hoc requests from the partners on migration issues.
8. Assist in the drafting of papers on migration policy issues and contribute to policy and program formulation.
9. Manage and organize events including drafting and sending out briefings and invites, coordinating response, liaising with venues and organizing logistics.
10. Support the development of national migration policies in close collaboration with the CoM and Project Officers.
11. Provide trainings to ROK partners on various migration issues when requested.
12. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Master's degree in Political or Social Science, International Relations, Humanitarian Affairs, Development Studies, Peace and Conflict Studies, Migration Studies or a related field from an accredited academic; or
- Bachelor's degree in the above fields with two years of relevant professional experience.

### **Experience and Skills**

- Experience in research, communications, management, implementation, administration of migration issues;
- Experience in preparing narrative reports
- Demonstrated ability to communicate with a wide variety of audiences;
- Work experience in international, non-governmental and/or governmental organizations is desirable;
- Strong knowledge of reporting requirements for the donor, different stakeholders, and project partners;
- Knowledge of IOM and other UN agencies, and bilateral donor programming;
- Knowledge of financial rules and regulations
- Good level of information and management skills

- Proven ability to prepare clear and concise reports

## **Languages**

Complete fluency in both Korean and English is required (oral and written).  
Other UN language is desirable.

## **Required Competencies**

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

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

### **Managerial Competencies – behavioural indicators level 2**

- 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: works strategically to realize the Organization's goals and communicates a clear strategic direction.

## **Other**

The appointment is subject to funding confirmation.

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

***How to apply:***

Interested candidates are invited to submit their applications using IOM PH form with Cover Letter to [iomseoul@iom.or.kr](mailto:iomseoul@iom.or.kr), by May 01, 2022 at the latest, referring to this advertisement. Position title should be specified in the SUBJECT field. Korean citizen or foreign national with valid work permit/visa can apply.

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

***Posting period:***

From 18.04.2022 to 01.05.2022