



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **National Legal and Policy Officer**  
Duty Station : **Odesa, Ukraine**  
Classification : **National Officer, Grade NO-B**  
Type of Appointment : **Fixed-Term, One Year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **21 August 2023**



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 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 overall supervision of the Chief of Mission (CoM) and direct supervision of the EUBAM Chief of Administration (EUBAM) and in close coordination with the IOM Country Offices in Ukraine and in Moldova, the successful candidate will be responsible and accountable inter alia for management of legal matters, administration of contracts, provision of legal advice, drafting legal instruments and will support project's development, implementation and reporting in line with established requirements.

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

1. Under the supervision of the EUBAM Chief of Administration and in coordination with the relevant IOM Country and Regional Offices, support proper implementation, monitoring, and reporting of the project in line with external and internal requirements.
2. Provide full legal support to EUBAM administrative activities and offer expert legal advice on matters related to EUBAM's functions, structure, activities and status. Handle related inquiries from internal and external parties.
3. Together with the EUBAM Chief of Administration ensure that EUBAM administrative activities are implemented in accordance with the IOM's Constitution and other relevant provisions.
4. Perform PRIMA requirements in relation to project endorsement, reporting and activation. Support the inclusion of project proposals and revisions into the PRIMA.

5. Provide support to the EUBAM Chief of Administration throughout the project cycle to ensure compliance with the general instructions of IOM and relevant donor requirements in the areas of general administration, finance, procurement and human resources.
6. Draft and coordinate agreements and contracts (human resources, funding, procurement, construction, partnership, etc.), and monitor their implementation.
7. Draft responses to inquiries related to the interpretation and application of IOM Unified Staff Regulations and Rules and official Instructions, as well as personnel-related questions generally. Draft EUBAM internal instructions and memos. Prepare information notes on legal issues and amicus briefs. Coordinate ceremonies (e.g. signings, etc.) and related meetings.
8. Support the overall implementation of procurement activities in compliance with IOM policies, standards, donor requirements. Review the contract performance and take appropriate action in case of non-compliance.
9. Monitor and maintain internal control system in accordance with IOM's policies and procedures, report any identified weaknesses, and suggest remedial action(s). Reinforce standard of conduct and respectful working environment.
10. Draft and edit a variety of documentation, legal publications, and related correspondence. Prepare briefing notes, analytical documents and contribute to the production of various documentation and reports.
11. Research, analyze and advise on mandate of the EUBAM, Ukrainian and Moldovan legislation pertaining to operational activities of the Mission. Research, collect, document and analyse legal and policy papers pertaining to the EUBAM mandate and its operational activities. Guide EUBAM personnel on range of legal and internal IOM policy issues.
12. Perform such other duties as may be assigned.

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

#### **Education**

- Bachelor's degree or equivalent from an accredited academic institution in Law (preferably with specialization in international public law) with four years of professional work experience.  
OR
- Master's degree or equivalent from an accredited academic institution in Law (preferably with specialization in international public law) with two years of professional work experience.

#### **Experience**

- Drafting ability and analytical skills;
- Experience in negotiating agreements and contracts;
- Knowledge of IOM administrative instructions, internal policies and procedures is an asset;

- Proficiency in IOM systems, rules and regulations, and experience in using the IOM project information and management application PRIMA is a distinct advantage.

### **Skills**

- Knowledge of public international law, in particular, law of international organizations;
- Familiarity with the IOM project management cycle.
- Knowledge of EUBAM`s mandate and operational activities is desirable.
- Knowledge of International Public Sector Accounting Standards (IPSAS) - would be considered as an advantage.

### **Languages**

For all applicants, fluency in English and Ukrainian is required (oral and written).

### **Competencies**

The incumbent is expected to demonstrate the following values and 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.
- 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 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.

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their applications using the [IOM Personal History Form](#) and sending to [iomukrainerecruitment@iom.int](mailto:iomukrainerecruitment@iom.int) by **21 August 2023** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

***Posting period:***

From 14.08.2023 to 21.08.2023