



International Organization for Migration (IOM)
The UN Migration Agency

CFA # IOM0725-13

Call for Applications

Position Title : **Programme Officer**
Duty Station : **Tehran, Iran**
Classification : *UG (Ungraded)*
Type of Appointment : *Special short-term Ungraded, Three months with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **July 23rd, 2025**

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.

Context:

The Islamic Republic of Iran became an IOM Member State in 2001 following a decade of collaboration with the agency during the 1990s. In recent years, IOM activities in Iran have focused on technical cooperation with partners to promote effective migration management and migration for development, as well as the facilitation of the resettlement of Afghan refugees from Iran to third countries.

Upon the escalation of the crisis in Afghanistan in August 2021, IOM took measures to ensure an adequate and timely response in Afghanistan and surrounding countries. These included the activation of the L3 protocols, the launch of the Comprehensive Action Plan (CAP) for Afghanistan and Neighbouring Countries and the establishment of a coordination mechanism at HQ level led by the Migration Emergency Coordination (MEC) that ensures a whole of organization approach to the crisis and directly oversees response efforts in all affected countries. In coordination with Regional Offices, efforts have led to the mobilization of resources and expansion of programs, including in Islamic Republic of Iran.

Although level of Afghanistan and neighbouring countries are de-escalated to L2 then L1 by now, complex and uncertain humanitarian situation remains in Afghanistan. Afghan migrants / refugees in neighbouring countries including Iran are facing with social-economic challenges and increased vulnerabilities and needs.

Under the direct supervision of the Chief of Mission in Iran, the successful candidate will be responsible for the oversight and management of all projects under the CAP and will ensure their timely implementation, monitoring and reporting, in line with donor agreements.

The successful candidate is expected to carry out the duties in accordance with the strictest ethical standards and with due respect for gender and socio-cultural sensitivities.

Core Functions / Responsibilities:

1. Oversee the implementation of CAP projects, in particularly, intervention in the field of education / health / livelihood / social cohesion and develop/update work plans, providing guidance and capacity building of staff working on these interventions in close coordination with technical experts, including Regional Thematic Experts in the Regional Office for Asia and the Pacific (ROAP) and other international staff in IOM CO Iran.
2. Ensure that the CoM has the required information to coordinate with government officials to enable the successful implementation of the CAP projects with a focus on education, health, social cohesion and livelihoods. Participate in meetings with government officials to provide updates on project implementation, as requested by CoM, and prepare the donor report as well as other ad-hoc situation analysis / project reports and provide inputs to newsletter.
3. In close collaboration with CoM and Resources Management Officer (RMO), monitor budget expenditure against work plans and donor agreements.
4. In close collaboration with CoM and RMO, ensure the stabilization of staffing structure in line with CAP program's requirements, available budgets, and donor agreements.
5. Identify capacity-building and training opportunities for IOM staff in the thematic areas relevant to the CAP through a combination of formal training and on-the-job mentoring, in coordination with thematic experts in HQ and ROAP.
6. Provide technical guidance and support on specific issues related to the design, review and adaptation of livelihoods technical tools according to best practice and gender-sensitive programming, implement Monitoring and Evaluation (M&E), data generation / analysis through the project interventions.
7. Support IOM participation in relevant inter-agency coordination groups under the Refugee Response Plan (RRP) platform, especially, livelihood and education working group through identification of colleagues with the right level of expertise in relevant inter-agency coordination, and provide reports as requested.
8. Establish and maintain credible partnerships at appropriate levels with government entities, local authorities, implementing partners, UN agencies, donors, and other stakeholders as relevant to the projects and activities of the thematic areas.
9. Support the development of Sitreps, Talking Points, Key Messages, etc;
10. Ensure project visibility in line with donor and government requirements;
11. Undertake travel and perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in Political or Social Sciences, Law and/or International Relations or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Experience in project management in the context of migration, displacement and capacity-building activities.
- Experience in liaising with governmental and diplomatic authorities, donors as well as with national and international institutions.
- Experience in IASC coordination mechanisms or in Refugee Coordination Model.
- Familiarity with financial and business administration.
- Sound and proven understanding of internal and international migration issues in the sub-region and related issues.
- Knowledge of the region is an advantage.

Languages

- Fluency, both written and oral, in local language (Persian) and English is required.

Required Competencies

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

- 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.

Managerial Competencies – behavioural indicators

- 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 leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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 verification of residency, visa and authorizations by the concerned Government, where applicable.
- Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to fill **the Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address:

IOMTehranRecruitment@iom.int no later than **23rd July 2025**. Please take note that the Advertisement number (CFA # IOM0725-13) must be referred to in your application/email and/or cover letter in order for an application to be considered valid. IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 09.07.2025 to 23.07.2025

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.