



International Organization for Migration (IOM)
The UN Migration Agency

VN# IOM0825-16

Position Title : **National Policy and Liaison Officer**
Duty Station : **Tehran, Iran**
Classification : *National Officer Staff, Grade NO-A*
Type of Appointment : *Fixed term, one year with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **August 25th, 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:

Under the overall supervision of the Chief of Mission (CoM), and in collaboration with relevant thematic Units in the Mission, the National Policy and Liaison Officer will be responsible for supporting the day-to-day planning and implementation of the IOM Iran approach on stakeholder's liaison and engagement for advancing migration policy and governance in Iran.

Core Functions / Responsibilities:

1. Maintain contacts with relevant governmental and non-governmental partners (e.g., CSOs, UN agencies, private sector, academia) in order to identify the needs and opportunities for advancing IOM projects, migration policy, and legal and institutional frameworks in Iran, and to identify entry points for IOM engagement with various stakeholders.
2. In coordination with the Regional Policy and Liaison Officer, support policy and liaison efforts with relevant government authorities, United Nations (UN) agencies, non-governmental organizations, and other stakeholders on the issues related to migration governance, emergency response and recovery.
3. In coordination with the Programme Managers support the implementation of specific interventions and activities that advance migration-related policy, legal, and institutional frameworks in Iran (such as workshops, roundtables, project proposals, etc).
4. Support the Policy and Liaison Unit's efforts to chair the UN Migration Network through coordination with relevant UN agencies, drafting the annual plan of actions/advocacy activities, and organizing periodic meetings with UN counterparts.

5. Support the Mission efforts in performing activities related to integrating and mainstreaming migration in the various policy frameworks of UN in Iran, including the new UN Cooperation Framework; contribute to the Mission's efforts to report on the UN Transitional Framework.
6. Support the Government of Iran's efforts to report on the implementation of international legal frameworks on migration (e.g., conventions), as well as regional and global cooperation frameworks (such as GCM) through drafting inputs, reviewing draft reports, and providing technical support requested.
7. Keep track of, and inform the Chief of Mission and Programme Managers of evolving migration governance policies in Iran, their impact on migrants and host communities, and stakeholders' responses; capture such developments in internal reports (e.g., SitReps), especially those related to policy and legislative developments in the country. Inform the supervisor of local and international developments that may affect IOM operations on the ground.
8. Collect and present information on migration policies, strategies, and other relevant frameworks of the Government of Iran and neighboring countries, as well as on related needs, gaps and contextual factors; analyze data and evidence to develop recommendations for evidence-based policies and practices.
9. Pro-actively compile and analyze relevant information on the implementation of migration frameworks in the country (including recommendations from a potential MGI assessment), and formulate specific recommendations for further IOM engagement.
10. Contribute to strengthening knowledge of migration policy and governance, and to promoting the use of global frameworks, among staff in the Policy and Liaison Unit and across the Mission.
11. Support the Mission's human rights due diligence processes across its projects.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

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

Experience

- Professional experience in migration research and policy issues, preferably in the context of Iran;
- Very good understanding of migration governance issues in Iran, migration policy and legislation and its application;
- Experience and familiarity in liaising with Government and non-Government stakeholders (civil society, private sector, academia, etc);
- Familiarity with the UN system;
- Experience of project development and report writing in conflict settings and humanitarian support;
- Experience in technical writing, editing, and reporting in English.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization

Skills

- Advanced research, writing, outreach and communications skills.
- Demonstrable knowledge of Iran's political and humanitarian issues.
- Excellent writing and editing skills in English.
- Excellent analytical and organizational skills.
- Excellent computer/information systems skills.
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

Languages

- For this position, fluency in local language (Persian) and English is required (oral and written).

Required Competencies

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

- 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

- 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.

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 in **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 **25th August 2025**. Please take note that the vacancy notice number (VN# IOM0825-16) 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 11.08.2025 to 25.08.2025

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.