



Vacancy Notice

Position Title: Consultant
Duty Station: IOM Beijing Office
Duration: 3 months with possibility to extend
Estimated Start Date: Immediate
Closing Date: 20 Oct 2020

IOM Introduction :

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.

Terms of Reference

1. Nature of the consultancy:

- a) Provide technical support to the [EU-China Dialogue on Migration and Mobility Support Project \(MMSP II\)](#)

2. IOM Project to which the Consultancy is contributing:

[EU-China Dialogue on Migration and Mobility Support Project \(MMSP II\)](#)

The MMSP II project supports the existing Eu-China Dialogue and its expansion, further facilitating regular migration and mobility, while fostering efforts towards the protection of migrants as well as the prevention and reduction of irregular migration flows from China including addressing trafficking in human beings and smuggling of migrants.

3. Tasks to be performed under this contract:

Under the overall supervision of the Chief of Mission, the direct supervision of the Programme Manager and with technical management from Senior Programme Assistant, the incumbent will provide consultancy services to implement activities foreseen under the MMSP II project, mainly focusing on the organization of project events and Public Information.

4. Deliverables (to be completed by **January 2021**):

1. Organize MMSP II webinars and meetings including in a mixed modality (e.g. online connection during an in-person meeting) such as training courses, workshops, seminars, steering committee meetings, press conferences
2. Providing solutions to customize webinars' Apps to encourage active participation of attendees
3. Conceiving and producing Public Information material promoting activities and informing external audience about project achievements
4. Drafting project materials, ad hoc reports, briefings, including through utilization of database tools and presentations

IOM Mission in the People's Republic of China

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5. Identifying, in coordination with the project team, potential subcontractors and external experts both in China and abroad (e.g. from academia, think tanks, research centers, international structures active in migration management in China)
 6. Contribute to the drafting of concept notes for project events
 7. Contribute to development of training material and case studies for training courses
 8. Monitoring and analyzing border and migration management-related developments, legislation and trends in China and relevant for China and produce internal briefings
 9. Provide Chinese-English, and English-Chinese interpretation and translation
 10. Perform such other duties as may be assigned.
- 5. Realistic delivery dates and details as to how the work must be delivered:**
- a) All deliverables will be completed by **20 January 2021** as discussed directly with the **Programme Manager**
- 6. Performance indicators for evaluation of results (value of services rendered in relation to their cost):**
- a) The Consultant's performance will be evaluated against the following criteria: timeliness, responsibility, initiative, communication, and quality of the products delivered.
- 7. Working Arrangements:**
- a) **The Consultant will work on an Office Base arrangement, based on deliverables scheduled in agreement with the Programme Manager. The Consultant will keep a Log / Consultant Timesheet to record working hours/days for submission at the end of the contract period.**

Required Qualifications :

Education:

Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution, with at least two years of relevant professional experience.

Experience:

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience of organizing online meetings, have knowledge of how to customize Apps for online meetings, and have knowledge of PI.;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Language:



International Organization for Migration (IOM)
The UN Migration Agency

国际移民组织-----联合国移民署

Fluent in English and Chinese.

How to apply:

Interested applicants should:

- a) Submit their CV/resume, one-page cover letter via email to IOM Beijing Office at: mrli@iom.int
- b) Please mark the subject line of your email with “Application –MMSPII Consultant”
- c) Only short-listed candidates will be approached for interview.