



Conferencia Regional sobre Migración  
Regional Conference on Migration



International Organization for Migration (IOM)  
The UN Migration Agency

## Annex I

# Vacancy Announcement

<b>Position:</b>	Coordinator of the Technical Secretariat of the Regional Conference on Migration (TS-RCM)
<b>Reports to:</b>	Pro-Témpore Presidency and, administratively, to the IOM Regional Representative for Central and North America and the Caribbean
<b>Place of work:</b>	IOM Regional Office for Central and North America and the Caribbean in San Jose, Costa Rica

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### General Description

Responsible for the coordination of the TS-RCM, in accordance with the general functions described below, which were revised by the Committee established for this task during the XXI RCM, in San Pedro Sula, Honduras in 2016.

### Required Qualifications

<b>Academic:</b>	University degree in a relevant field of study in relation to the activities of the RCM, preferably with a Master's or Doctorate degree in related areas. Full command of the RCM official languages (English and Spanish).
<b>Experience:</b>	Having a minimum of five years of experience in migration issues, preferably in the region. Liaising easily with governmental and diplomatic authorities as well as international and civil society organizations. Thorough knowledge and experience in migrants assistance, migration management, development programs, technical cooperation and regional consultation/dialogue processes on migration.
<b>Other:</b>	Excellent oral and written communication skills, diplomatic and bilateral, regional and multilateral negotiation abilities. Flexible, open and results-based management style, able to effectively manage resources. Ability to work effectively and harmoniously

with colleagues from varied cultures and professional backgrounds. Ability to lead teams to achieve the desired goals. Demonstrated ability to organize and facilitate meetings, seminars, workshops and other events, as well as to develop and manage budgets and financial reporting for programs/projects.

Showing in the practice commitment to fostering an inclusive workplace that promotes fairness, honesty, integrity and openness; respects the opinions of others and treats all with equality and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.

National or citizen of one of the RCM Member Countries.

Preferably, having knowledge of and experience in the Regional Conference on Migration (RCM), its Plan of Action and related projects; knowledge of IOM administrative-financial standards is an advantage. Knowledge about migratory governance in some of the Member Countries of the RCM.

### **General Functions:**

Under the supervision of the Presidency Pro-Tempore of the RCM and the administrative and programmatic guidance of the IOM Regional Representative, the selected person will:

1. Execute all management activities necessary for the effective work of the Technical Secretariat;
2. Provide technical and logistical support to the Presidency Pro-Tempore for the planning, organization and implementation of meetings of the RCM and the Regional Consultation Group on Migration (RCGM), seminars, workshops, trainings and any other event agreed to be held within the framework of the RCM ;
3. Responsible for the implementation, evaluation and monitoring of the activities included in the Plan of Action of the RCM and other activities agreed on by the Vice-Ministers. Follow up on plans and activities pending implementation;
4. Draft and/or assist in the development of work and reference documents for the meetings of the RCM;
5. Coordinate the management, administration and upgrading of the RCM Virtual Secretariat;
6. Prepare financial and activity reports and other general narrative reports on the activities of the TS of the RCM. In particular, to prepare quarterly financial and operational reports that will be available for Member Countries;

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**Oficina Regional para Centro y Norteamérica y el Caribe**

Avenida Central, Calles 27-29 ~ Casa No. 2775 ~ San José, Apdo. 122-2050 ~ Costa Rica  
Tel: +506 2212-5327 ~ Fax: +506 2222-0590 ~ E-mail: [mrfsanjose@iom.int](mailto:mrfsanjose@iom.int) ~ Internet: [www.oim.or.cr](http://www.oim.or.cr)

7. Prepare budgets for the operations of the TS as well as for other activities, as required;
8. Advise RCM Member Countries on migration affairs;
9. Maintain contact and regularly coordinate with government officials and international organizations as well as civil society representatives with the aim of achieving the objectives of the RCM;
10. Develop and update the terms of reference and job descriptions of the staff of the TS;
11. Perform any other tasks related to the management of the TS as requested by the Presidency Pro-Tempore of the RCM provided that there is no substantive financial impact; otherwise, the proposed tasks and their corresponding financial commitment is to be submitted as a proposal for approval by Member Countries;
12. Serve as the RCM representative to other organizations and institutions on migration and coordination matters, and liaise with governmental and diplomatic authorities as well as international and civil society organizations;
13. Maintain an inclusive workplace that promotes fairness, honesty, integrity and openness; respects the opinions of others and treats all with equality and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation;
14. Strengthen the links with the focal points of the RCM by using the available technological resources;
15. Inform the Member Countries about the opportunities for synergies between the RCM agenda and those of other specialized forums and consultative processes; and,
16. Inform the RCGM on possible mechanisms to enhance collaboration and coordination with specialized international organizations.

## **Employment conditions**

Employment conditions are as follows:

1. The hiring of the Coordinator of the Technical Secretariat will be approved by Member Countries of the RCM for an initial period of two years, with renewals of two years, which may be extended for a maximum of six years;
2. All-inclusive salary of US\$78.000/per year ;
3. 2.5 vacation days per month of service;
4. Participation in IOM Medical Insurance, subject to medical approval and to the payment of the costs that correspond to the employee (RCM as the employer covers the balance)

5. Payment of applicable taxes and/or national social security fees is liable to the selected person;
6. Accreditation as IOM staff member before the Ministry of Foreign Affairs of Costa Rica with the corresponding diplomatic benefits.

**Address applications to:**

Regular mail: Attention Technical Secretariat, Regional Conference on Migration. P.O. Box: 122-2050 San José, Costa Rica.

Email: [crmst@iom.int](mailto:crmst@iom.int)

Fax: + 506 2222 0590

Deadline for applications: March 1<sup>st</sup>, 2017.