



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Private Sector Partnerships Coordinator
Position grade	G6
Duty station	Santiago, Chile
Position number	
Job family	
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	6 January 2022
Reports directly to	Programs Coordinator
Number of Direct Reports	
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the Programme Coordinator, the Private Sector Partnerships Coordinator will be responsible and accountable for:	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1. Provide specialized support to the development, implementation and monitoring of IOM's Private Sector Partnership Strategy and Action Plan embracing socioeconomic inclusion and labour integration.</li> <li>2. Collaborate with the CoM and Programme Coordinator in outreach activities and relationship building with the private sector.</li> <li>3. Promote activities, participate in meetings and events that take place within the framework of the local strategy for relations with the private sector, both internally and externally within the organization.</li> <li>4. Support the implementation of the relationship activities with the private sector both at an operational, logistical, and administrative level.</li> <li>5. Collaborate with Mission in establishing and developing partnerships with companies and foundations that align with programmatic and funding objectives and identify best practices where bringing public-private collaboration can have a multiplier effect.</li> <li>6. Help build effective and efficient communication with private sector partners and build solid partnership work plans aimed at increasing engagement and funding opportunities. In coordination with Programme</li> </ol>	

<p>Coordinator liaise closely with the Programme Support Unit to draft funding proposals and reports related to private sector donors.</p> <p>7. Prepare timely and engaging content in partnership with PSU to disseminate to potential or current partners to provide current information and maintain informed relationships.</p> <p>8. Coordinate closely with Communications Unit to ensure Private Sector partnerships are given adequate visibility, maximize visibility opportunities for IOM, and attract new prospects</p> <p>9. Liaise closely with Regional Offices, LHD Groups, Private Sector Core Group and Private Sector HQ and act as focal point for private sector partnerships in international working groups, UN task forces, and internal working groups and committees.</p> <p>10. Support the application of IOM's due diligence policy through the timely implementation of risk assessments and the coordination of due diligence decisions for prospective private sector partnerships.</p> <p>11. Facilitate knowledge sharing, collaboration and cross fertilization between IOM and private sector entities through networks, workshops, and webinars.</p> <p>12. Perform such other duties as may be assigned.</p>	
<b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b>	
<b>EDUCATION</b>	
<ul style="list-style-type: none"> <li>• University degree in International Relations, International Development, Social Sciences, or a related field from an accredited academic institution with four years of relevant professional experience; or</li> <li>• Master's degree in the above fields will be an advantage.</li> </ul>	
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Experience in project reporting, development, technical writing, M&amp;E, preferably in the international development/humanitarian sector;</li> <li>• Experience in the usage of office software packages (MS Word, Excel, etc.); and</li> <li>• Work experience in donor relations and/or the UN System would be an advantage.</li> </ul>	
<b>V. LANGUAGES</b>	
Required	Desirable
Fluency in Spanish and English (oral and written).	

## VI. COMPETENCIES<sup>1</sup>

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

**Values** - all IOM staff members must abide by and demonstrate these three 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.

**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.

### SIGNATURES:

1<sup>ST</sup> LEVEL SUPERVISOR

DATE

2<sup>ND</sup> LEVEL SUPERVISOR

DATE

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<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.