

Vacancy Notice – IGC Programme Manager

Open to Candidates from IGC Participating States Only¹

The Secretariat of the Intergovernmental Consultations on Migration, Asylum and Refugees (IGC) is seeking a Programme Manager according to the terms of reference below.

Position title:	Programme Officer
Duty Station:	Geneva, Switzerland
Classification:	Official, Grade P3 (UN Professional salary scale)
Duration:	Three-year term with possibility of extension to a maximum of five years.
Estimated Starting Date:	15 June 2025
Application deadline:	28 March 2025

The IGC is a state-led, multidisciplinary, interregional, consultative process. It fosters informal information exchange, policy debate, and cooperation among Participating States on recent developments in international migration, asylum and refugee movements, and emerging policy and operational challenges across the migration continuum. Participants include 17 like-minded Participating States as well as number of Participating Organisations, including the UNHCR, IOM, and the European Union and related agencies (e.g. European Commission, EUAA, Frontex, eu-LISA).

The IGC Secretariat is responsible for the ongoing management of the IGC, including organising senior official and expert level meetings, facilitating multilateral cooperation, producing studies and analytical reports, consolidating documentation on policy and procedures, and maintaining statistical databases and the IGC website. Detailed information on the IGC is available on the [IGC website](#).

IGC Programme Manager – Asylum & Refugee and Country of Origin Information

The Programme Manager will be responsible for the Asylum & Refugee and Country of Origin Information (COI) portfolios at the IGC Secretariat.

The Asylum and Refugees portfolio focuses on the broad range of asylum, refugee and international protection matters, from administrative case processing and refugee status determination to strategic policy issues.

¹ IGC Participating States are: Australia, Austria, Belgium, Canada, Denmark, Germany, Greece, Ireland, the Netherlands, Norway, Poland, Portugal, Spain, Sweden, Switzerland, the United Kingdom and the United States.

The Country of Origin Information portfolio covers all policy and practical aspects of country of origin information, including COI for asylum cases, protection, resettlement, enforcement and immigration, and effective methodology and practices in COI work.

Remuneration Package

The total remuneration package is approximately **USD 130,000** per annum, which is comprised of salary (Grade 3, Step 1 of the International Civil Service Commission scale) and contribution to pension fund. Please note that the actual remuneration may vary according to indexation, family composition etc.

For information on the UN Salaries, Allowances, Benefits and Job Classifications information please refer to the UN website (un.org).

How to apply?

Interested candidates must be nominated by their State and lodge their applications via their IGC Focal Point.

Candidates are requested to submit:

- A two-page statement of purpose explaining their interest in and qualifications for the position;
- A detailed curriculum vitae; and
- Contact details for three referees.

Kindly note that all documentation should be in English.

The application deadline is **28 March 2025**.

Contact

Should you have any questions regarding the vacancy notice, the terms of employment and/or the selection process, please do not hesitate to contact the IGC Director Molly Groom (mgroom@igc.ch) or the Secretariat (recruitment@igc.ch).

Programme Manager Position

RESPONSIBILITIES AND ACCOUNTABILITIES

Under the direct supervision of the IGC Deputy Director, the Programme Manager supports informal information exchange, policy debate, and cooperation among Participating States as the focal point for two IGC portfolios, Asylum and Refugees, and Country of Origin Information.

In particular, s/he will:

1. In conjunction with Working Group Chair, align portfolio activities and priorities with broader IGC objectives and strategic directions, including the annual IGC Chair's Theme.
2. Maintain subject matter expertise in their respective portfolios, including up-to-date knowledge of developments in IGC States, from relevant international organisations, and migration-related regional processes.
3. Provide expert advice on IGC activities and outputs relating to their portfolios to internal and external audiences (e.g., work plans, senior official and expert level meetings, IGC products) and prepare reports, briefing papers and speaking notes for senior staff.
4. Establish and maintain a broad network of stakeholders, promoting IGC objectives, identifying opportunities and facilitating cooperation.
5. Represent the IGC at regional and international fora.
6. In accordance with the IGC work plan, lead the coordination and preparation of the content, logistics and follow-up of subject matter or interdisciplinary in-person and virtual meetings, workshops and webinars, in collaboration with the Chair and Participating States.
7. Undertake research and develop resources, reports and communication products in accordance with portfolio responsibilities, including but not limited to:
 - Reporting on national/international developments;
 - Identifying and assessing issues, policies, procedures and practices, and analysing differences and similarities amongst IGC Participating States; and,
 - Maintaining and updating portfolio-related information on the IGC website.
8. Maintain collection of key statistical data and indicators relating to portfolio responsibilities and explore options for expansion to new sets of data, in cooperation with the relevant organisations (e.g., UNHCR and EUAA).
9. Contribute to IGC Secretariat objectives and outcomes through active engagement in strategic and operational planning, innovation and continuous improvement, teamwork and effective communication.
10. Oversee and guide the work of interns, provide input into internship evaluation.
11. Perform other duties as may be assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- Master's degree in Law, International Relations, Social Sciences 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

- In-depth knowledge of IGC Participating States' law and policies on asylum, refugees and country of origin information, as well as the institutional mandate of relevant organisations. Good knowledge and understanding of statistical data.
- Experience with regional or international related fora on asylum, refugees and country of origin information preferable.
- Experience coordinating meetings and facilitating policy discussions, including drafting meeting agendas and meeting summaries.
- Demonstrated analytical, writing and communication skills in English. Proven ability to prepare in depth reports, presentations, and summaries for key documents. Experience in conducting academic research and writing articles/reports is an advantage.
- Experience consulting and liaising effectively with a diverse audience (governments, international agencies, Non-Governmental Organisations (NGOs) and other stakeholders).
- Experience working in high pressure environments managing tight deadlines and multiple priorities, working with a high level of independence under broad direction demonstrating flexibility and initiative.
- Advanced computer skills (including but not limited to Microsoft Word, PowerPoint, Excel, and Outlook as well as videoconferencing systems). Experience in maintaining web content and online databases would be an advantage.

Language

- Fluency in English is required (oral and written).

COMPETENCIES

Programme Managers are expected to abide by and demonstrate the following values and competencies:

Values:

- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organisational 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.
- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

Core Competencies:

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimise 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 organisation'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.

Conditions of Employment

The Programme Manager signs a special contract with the International Organization for Migration (IOM). The Programme Manager's position is classified as Grade P3, commencing at Step 1. For information on step progression candidates should refer to the UN Salaries, Allowances, Benefits and Job Classifications information contained on the UN website (un.org).

With the exception of the alternative provisions mentioned in the contract, the rules and conditions of employment are those outlined in IOM's Staff Regulations and Staff Rules for Officials. Key points include:

- Salary will be commensurate with the applicant's experience and qualifications, plus a cost of living allowance applicable to Geneva;
- Payment of an assignment grant to programme officer and spouse;
- Payment for social security;
- Participation in the Medical Service Plan and Compensation Plan;
- Payment of cost of transport of personal and household effects;
- Annual paid leave of 6 weeks; and
- Paid trip to home station every second year.

The successful candidate will be issued with an IOM special contract. This contract is issued for a period of 12 months and renewed on an annual basis on recommendation by the IGC Director to the International Organization for Migration (IOM).