

NOTICE OF VACANCY

Terms of Reference

Head, GFMD Support Unit, P4, Geneva

Job Description

Under the supervision and direction of the GFMD Chair-in-Office and in liaison with the host entity (IOM), the Head of Support Unit will:

1. Manage the Support Unit, ensuring that its activities are in line with the objectives of the GFMD Chair-in-Office;
2. Supervise maintenance of all data and information, including archives and other GFMD-relevant documents;
3. Maintain regular contact with all GFMD actors;
4. Supervise the management of the GFMD website;
5. Manage the approved annual budget for the GFMD Support Unit;
6. Manage the GFMD Trust Fund for international contributions;
7. Prepare reports, updates and briefings, as required by the Chair-in-Office;
8. Report on the implementation of GFMD follow-up projects and activities;
9. Undertake any other administrative tasks requested by the Chair-in-Office.

Qualifications and Requirements

Nationals of UN Member States are eligible to apply.

Applicants should possess a University Degree in international relations, development, migration, social sciences, law or other related fields. They should have relevant experience in managing international programs or processes comparable to the GFMD, preferably in the field of international migration and development.

Ability to work, read and write fluently in English. Proven ability to work in a multicultural environment. Knowledge of other languages an asset. Familiarity with the GFMD process and activities also an asset.

Applications and Information

Applications should include a detailed curriculum vitae and contact details of any referees cited therein. Applications should be submitted by mail, email, or fax to:

The GFMD Chair-in-Office
Office of the Undersecretary for Migrant Workers' Affairs
3rd Floor, Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City, Philippines 1300
Email: info@gfmd2008.org
Fax : **+632-552-7105**

The deadline for submission of applications is **30 November 2008**.

Further information about this vacancy notice can be obtained from the GFMD Chair-in-Office.

Note: Actual employment will be subject to the availability of GFMD funds. The duration of the employment contract is twelve (12) months.