



Restoring Dignity, Inspiring Change.

ICMC Secretariat
1, rue de Varembe
P.O. Box 96
CH-1211 Geneva 20
Switzerland

Tel: +41 22 919 10 20
Fax: +41 22 919 10 48
Email: info@icmc.net
www.icmc.net

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Position

HEAD OF PROGRAM INTEGRITY, RSC TURKEY AND MIDDLE EAST (TuME)

Last date for applications

10/10/2022

ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity, or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration, and development.

For four decades, ICMC has partnered with the U.S. Department of State, Bureau of Population, Refugees and Migration to conduct refugee resettlement. Currently ICMC operates under a cooperative agreement with the Department of State (DOS), as a Resettlement Support Centre (RSC) and under a contract with European Union Agency for Asylum (EUAA) to prepare eligible refugees for resettlement to US and European Union Member States. As part of this service, we work with several thousands of refugees and their families each year and take them through each stage of processing that is required for resettlement to the U.S.A. and to European Union Member States. ICMC also has a sub-office in Beirut, Lebanon which supports refugee processing for the U.S.

SCOPE OF WORK

The Head of Program Integrity is responsible for overseeing program integrity, including initiatives, activities, and procedures throughout RSC for Turkey and Middle East (TuME). The office holder works with RSC management and staff to implement anti-fraud and malfeasance prevention measures, as well as to monitor program activities for adherence to anti-fraud guidelines, as required by program stakeholders and ICMC HQ. The incumbent drafts internal policies and works closely with all RSC units/departments to ensure that principles of confidentiality, data security, fraud/malfeasance prevention and detection, and program integrity are woven into all aspects of RSC operations. In coordination with the Regional Director, the Head of Program Integrity provides management oversight for fraud/malfeasance investigations. S/he works closely with the Head of Information Systems to co-chair the RSC's Information Security Management System (ISMS) panel which oversees the RSC's implementation of its security framework. S/he also works closely with the Head of RSC Communications to ensure that program integrity principles remain one of the cornerstones of

direct communications with USRAP applicants. Program integrity oversight activities include interdepartmental coordination to ensure staff awareness and compliance with PRM's Integrity and Compliance Guide, senior management oversight of the RSC's Fraud and Ethics Committee and providing guidance to the Program Integrity Unit in the recording and reporting of statistics and detailed information regarding the outcomes of program activities. The Head of Program Integrity plays a key role in facilitating the annual monitoring exercise carried out by ICMC's headquarters.

KEY ROLES AND RESPONSIBILITIES

- Develop and uphold a strong organizational culture surrounding program integrity principles. This includes fraud/malfeasance mitigation, data protection, and information security for staff and contractors which incorporates training, conducting risk assessments, creating new monitoring/reporting practices and systems, etc.
- Review and interpret applicable laws, regulations and policies related to the organization's program integrity standards and seek clarification as needed.
- Guide RSC senior management and staff on implementation of program integrity measures required by ICMC HQ directives, donor agreements and relevant laws.
- Standardize program integrity practices throughout RSC TuME.
- Routinely review RSC program integrity policies and practices to identify possible gaps.
- Closely coordinate with the Regional Director and the Program Integrity Unit on fraud and malfeasance investigations.
- Coordinate with various RSC units and departments to monitor the implementation of program integrity policies in light of organizational workflows.
- Prepare stakeholder reports detailing program activities and outcomes.
- Oversee program integrity training initiatives.
- Attend quarterly fraud trend meetings as scheduled.
- Provide management oversight of the Program Integrity Unit.
- Act as co-manager of the ISMS Panel.
- Act as a management representative on the Fraud and Ethics Committee.
- Serve as a member of the RSC's core senior management team.
- Perform other related duties and responsibilities assigned by the Regional Director.

REQUIREMENTS

- University degree in a related discipline (business administration, organizational management, law, etc.). Advanced degree is preferred.
- Minimum 5 years' experience in the humanitarian field, preferably dealing with migration and/or refugees.
- Minimum 3 years' experience with primary responsibility managing the daily workflow of a project, team, unit, or department.
- Experience living or working in international settings.
- Experience with the USRAP either at a RSC or with a USRAP processing partner is strongly preferred.
- Experience in drafting policy, including guidance documents and SOPs.
- Experience and knowledge of conducting risk analysis.
- Native or fluent spoken and written English.
- Conduct work with the highest level of personal and professional integrity. Must comply with and actively promote ICMC's zero tolerance policy with regard to sexual exploitation and abuse, harassment, abuse of power, fraud and corruption in all of its activities and responsibilities.
- Preferred experience adapting existing policy and procedures to accommodate the varied operational settings within the RSC. Experience carrying out audit activities is an advantage.

- Experience investigating alleged fraud/malfeasance.

COMPETENCIES

Behavioural

- Continuously reviews organizational practices to identify weaknesses in systems to facilitate systems' improvements.
- Motivates colleagues in different services, disciplines, and hierarchical positions to work collaboratively toward implementing program integrity measures.
- Creates open and effective communications channels with people from different cultures and backgrounds.
- Encourages a high sense of transparency, fairness, discretion.
- Has the ability to foster a sense of collaboration among teams.
- Commitment to working in a team to develop organization-wide short- and long-term strategies.
- Flexibility and willingness to adapt to different working conditions and settings.

Technical

- Ability to review and adapt existing procedures and/or develop new procedures.
- Preferred experience working within the framework of an internal Information Security Management System (ISMS) (such as ISO27001 or NIST) and/or KVKK/GDPR.
- Objectivity in conducting monitoring and evaluation and audit activities.
- Excellent command of MS Office applications and other computer programs.
- Strong technical writing skills.
- Excellent organizational skills.
- Strong analytical and problem-solving skills.
- Strong attention to detail.

HOW TO APPLY

Interested candidates should submit a motivated cover letter, a detailed CV, and two professional references with up-to-date contact details, via email to: cv.rsctume@icmc.net

The Vacancy Notice number TU-IST-22-MAN-01 and the applicant's full name must be quoted in the email subject line.

Applications will be evaluated upon receipt and interviews with shortlisted candidates may be conducted before the closing date. **Referees may be contacted prior to the interviewing stage. Testing of knowledge/skills may be part of the recruitment process.**

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

Please note that applications received after the deadline will not be accepted.

CONDITIONS OF CONTRACT

Salary will be commensurate with skills and experience. Benefits include moving allowance, housing allowance, pension, life and health insurance, and home leave. Process of obtaining a work permit in Turkey may delay the start date.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. ICMC may take other

necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment will not be recruited.

ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.

DATA PROTECTION

By submitting your application, you agree that ICMC collects and processes the information you provide. Your personal information will only be used for recruitment purposes. Your application will be kept strictly confidential. In any case, your personal information will be stored until the end of the application process and then destroyed in accordance with the relevant legislation if we do not have the opportunity to offer you a position.

If you have sent your personal information to us, we would like to indicate that you have the following rights:

- To learn whether personal data is processed;
- To request information if it has been processed, to learn the purpose of processing personal data and whether they are used appropriately for their purpose;
- To know the third parties to whom personal data are transferred domestically or abroad,
- To request correction of personal data in case of incomplete or incorrect processing,
- To request the deletion or destruction of personal data;
- To request notification of the processes regarding the correction, deletion, or destruction of personal data to third parties to whom personal data have been transferred;
- To object to the occurrence of a result against the person himself by analyzing the processed data exclusively through automated systems;
- To request the compensation of the damage in case of damage due to the illegal processing of personal data.

In general, if you have any questions about your personal information, or if you have complaints and/or objections to the processing of your personal information, please contact us via our application address.