



International Organization for Migration (IOM)  
The UN Migration Agency

## Call for Applications

Position Title : **Regional Programme Support Officer**

Duty Station : **Nairobi, Kenya**

Reference Number : **IOMRONBO/CFA/007/2022**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, three months**

Estimated Start Date : **As soon as possible**

Closing Date : **06 November 2022**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government, and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania, and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

### **Context:**

Launched in December 2016 with funding from the EU Emergency Trust Fund for Africa, the EU-IOM Joint Initiative on Migrant Protection and Reintegration assist migrants along key migration routes in Africa with Assisted Voluntary Return and Reintegration. It enables migrants who decide to return to their countries of origin to do so in a safe and dignified way, and to help them restart their lives in their countries of origin. This is done through an integrated approach to reintegration that supports both migrants and their communities. The Joint Initiative covers and closely cooperates with 26 African countries in the Horn of Africa, the Sahel and Lake Chad, and North Africa.

In the Horn of Africa, the Joint Initiative (JI-HoA) commenced in March 2017 with the overall objective to contribute to facilitating orderly, safe, regular and rights-based migration through the facilitation of dignified voluntary return and the implementation of development-focused and sustainable reintegration policies and processes. The 'Individual Measure' project continues the activities until the start of the Migrant Protection, Return and Reintegration (MPRR) programme early 2023. The target countries are Djibouti, Ethiopia, Somalia and Sudan.

The successful candidate will work as part of the Regional EU-IOM Joint Initiative team, under direct supervision of the Project Coordinator of the EU-IOM Joint Initiative in the Horn of Africa, the overall supervision of the Senior Regional Programme Manager, and in coordination with relevant units in the IOM Regional Office for the East and Horn of Africa. In this role, the successful candidate will support the coordination of the EU-IOM Joint Initiative and follow up programmes.

Under the direct supervision of the Project Coordinator of the EU-IOM Joint Initiative in the Horn of Africa and working closely with the JI HOA team the Programme Support Officer will be required to;

***Core Functions / Responsibilities:***

1. Assist the Project Coordinator in the day to day coordination of the programme and provide support to implementing country offices as needed.
2. Support with the implementation of regional initiatives on return and reintegration, including with the organization of stakeholder meetings, including by preparing invitations, agendas, taking notes and preparing reports.
3. Develop contextualized training materials and facilitate trainings in the area of migrant protection and reintegration.
4. Provide support to country offices in their delivery and direct assistance and protection services to migrants, including by ensuring the application of related tools, guidelines and information systems and the promotion of partnerships.
5. Monitor projects progress, specifically aimed at increasing effectiveness and recommending appropriate action.
6. Support the Project Coordinator in coordinating all staff assigned to the project, as well as consultants recruited to support and/or undertake specific activities.
7. Facilitate bi-weekly coordination calls with the implementing country offices to monitor progress against the programme indicators, identify bottlenecks and define mitigating measures.
8. In close coordination with the Regional Communication Unit at RO Nairobi, implementing country offices and the Communication Officer at RO Brussels, support the development, coordination, and dissemination of communication and visibility materials and activities at regional and country level.
9. Assist with information requests to and from country offices and other stakeholders.
10. Promote coordination with other regional programmes and units to further strengthen synergies.
11. Promote sharing of knowledge across implementing country offices and relevant partners.
12. Undertake duty travel as and when required.
13. Perform other duties as may be assigned..

***Required Qualifications and Experience:***

**Education**

- Bachelor's degree in Social Sciences, Political Sciences, Migration Studies, or a related field with two years of relevant professional experience.

**Experience**

- Experience in the field of migrant protection and assistance required. Experience in the field of return and reintegration is an advantage.
- Working experience in the Horn of Africa region is an advantage.
- Demonstrated experience of information management systems, reporting, and communication.

## Skills

- Strong writing and coordination skills.
- Strong computer skills in MS Office suite
- Strong interpersonal skills and ability to work as part of a diverse team.

## Languages

IOM's official languages are English, French and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese).

For all applicants, fluency in English is required (oral and written). Knowledge of French is advantageous. Fluency/working knowledge of languages in the East and Horn of Africa is highly desirable.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Notes

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## **Required 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

- **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.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

**Other:**

Internationally recruited professional staff are required to be mobile. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

For this staff category, candidates who are nationals of the duty station's country and who do not have prior experience outside the duty station's country as staff member in the Professional category cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

**How to apply:**

Interested candidates should submit CV and a cover letter indicating the Position Title and Vacancy Number with three professional referees (previous and current supervisors), and their contacts (both email and telephone) to International Organization for Migration (IOM), RO Human Resources Department, via e-mail: [ronairobihrdrec@iom.int](mailto:ronairobihrdrec@iom.int)

**CLOSING DATE: 06 November 2022**

Only shortlisted applicants will be contacted.

**NOTE**

**NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.**

Posting period:

From: 26.10.2022 to 06.11.2022