



SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Programme Assistant (Environmental Peacebuilding)**
Vacancy Number : **SVN/IOMSO/027/2023**
Duty Station : **IOM Somalia in Nairobi, Kenya**
Classification : **General Service Category, Grade G7**
Type of Appointment : **Special Short Term (SST), Six Months with Possibility of Extension**
Estimated Start Date : **As soon as possible**
Closing Date : **14 September, 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive work environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

IOM Somalia's Community Stabilization Unit (CSU) encompasses Community Stabilization portfolio and Environmental Peacebuilding Portfolio. Environmental Peacebuilding (EP) harnesses the gains made by previous IOM stabilization programs Breaking the Climate Conflict in Galmudug (Deegaan Bile Galmudug as shorthand) and Stabilization Support to Somalia II (Daryeel as shorthand) and aims to contribute to climate security efforts in Somalia. By creating conditions to simultaneously restore the environment and foster peace and stability, the social contract between Somali citizens and state institutions is rebuilt in an environmentally sustainable way, thereby providing a bridge to longer-term development interventions.

Under its Environmental Peacebuilding Portfolio, IOM is implementing several programs/projects across the four states Jubaland, Southwest State, Hirshabelle and Galmudug. These include the EU-funded Breaking the Climate-Conflict Cycle in Hirshabelle, Danish-funded Forging a Greener Peace in the Hirshabelle State of Somalia, FCDO-funded Rapid Stabilization Support to Somalia (RSS), and several projects in the pipeline by other donors.

Under the overall supervision of the Senior Programme Coordinator (Community Stabilization) and direct supervision of Community Stabilization Officer, Community Stabilization Unit seeks to recruit a Senior Programme Assistant to support the programme in assisting with operations and programme implementation functions of all the ongoing Environmental Peacebuilding projects in close coordination with the Programme Officers. He/she will be based in Nairobi, with frequent travel to the field.

Core Functions / Responsibilities:

1. Provide specialized support to the Programme Officer and the field-based staff in the implementation of the Environmental Peacebuilding (EP) programme and ensuring the team meets target implementation deadlines.
2. Assist M&E and Communications team in reporting and communications to the donor in relation to EP programming.
3. Support the management of overall operations (finance and procurement) for EP programme.
4. Track finance and procurement EP related matters. This requires providing oversight to ensure timely payment of vendors, timely procurements (and central team administration and weekly reporting and documentation of all programs financial reporting.
5. Support management to liaise, establish and/or maintain cordial working relationships with relevant Government focal points for the effective implementation of EP activities in the Federal Member States.
6. Coordinate preparation and timely submission of internal and external monthly and quarterly reports with field teams.
7. Draft implementing partner or service agreement scopes of work/TORs for EP activities when needed.
8. Lead planning and organization of EP coordinating meetings, forums, workshops
9. When needed, represent EP in meetings with relevant entities and partners and facilitate collaborative cooperation with all stakeholders for effective implementation of EP activities.
10. Provide operational assistance and support to the CS field offices in remote areas where there are no procurement and finance staff, in close coordination with RMU in Nairobi and Mogadishu and regional sub-offices.
11. Ensure timely submission of implementing partner financial and narrative reports.
12. Ensure timely submission of purchase requests for all activities and closely coordinate with the mission Resource Management Unit to make sure purchase requests, purchase orders and contracts are issued in a timely manner.
13. Document best practices, covering concepts, strategies and implementation approaches and support the management in streamlining financial, program policies and practices.
14. Make periodic visits to the field (security permitting) to assess programme administration and implementation, as well as support and capacity building of field staff in operations.
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in social sciences, Development Studies, International Relations, Business Administration, or related field from an accredited academic institution with five years of relevant professional experience
- High school diploma in the above fields with seven years of relevant professional experience.

EXPERIENCE

- Knowledge of the socio-economic and political dynamics of Somalia; working experience in the region an advantage.
- Experience in the field of operations, program implementation and budget management
- Experience working with dynamic environment and coordination with field teams.
- Experience in administrative and financial tasks
- Experience working on community projects.

Skills

- Demonstrated proficiency and knowledge of information technology in Microsoft Office applications especially Excel, Word, and PowerPoint.
- Thorough knowledge and understanding of Somalia local context and dynamics.
- Strong skills in analysis and problem solving.
- Strong communication skills, including verbal and written.

Languages

For this position, fluency in English and Kiswahili is required (oral and written). Working knowledge of Somali is an advantage.

Required Competencies

VALUES - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintain 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

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.

Note: Position based in Nairobi, Kenya, with frequent travel to Somalia.

Other

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

If you are interested, please submit your CV and Cover Letter via email with the subject of **position title and SVN number** to recruitmentsomalia@iom.int before the closing date.

No Fees: IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee).

Posting period:

From 01.09.2023 to 14.09.2023

Only shortlisted applicants will be contacted.