



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Project Assistant- Protection and Admin**

Vacancy No. : **IOMRONBO/VN/021/2023**

Duty Station : **Regional Office, Nairobi, Kenya**

Classification : **General Service Staff, Grade G4**

Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**

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

Closing Date : **May 15, 2023**

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.

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

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:

The overall Better Migration Management Programme is a regional, multi-year, multi-partner programme co-funded by the EU Trust Fund for Africa and the German Federal Ministry for Economic Cooperation and Development (BMZ) coordinated by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). IOM is one of the main implementing partners for the programme along with UNODC, CIVIPOL and the British Council.

This three-year project will be implemented in the following countries – Djibouti, Ethiopia, Kenya, Somalia, South Sudan, and Uganda

The Better Migration Management (BMM) programme aims to improve migration management in the region, and in particular, to address Trafficking in Persons (TiP) and Smuggling of Migrants (SoM) from and within the East and Horn of Africa (EHOA) region. More specifically, the programme is expected to strengthen national and regional migration governance in accordance with the global and regional frameworks; increase national and cross-border cooperation on trafficking and smuggling cases between investigation, prosecution, courts and other state as well as non-state actors in accordance with international standards; and improve the prevention of trafficking in persons and protection of vulnerable migrants at local, national and regional level ensuring appropriate assistance and support for victims of trafficking in human beings, taking into accounts the gender specificity of the phenomenon and the particular vulnerability of women and children.

Under the overall supervision of the Senior Regional Programme Manager (BMM) and direct supervision of the Deputy Regional Programme Manager (BMM), IOM seeks a proactive individual to provide technical support in the implementation of the BMM programme through, assisting in the implementation, monitoring of and reporting on activities under the policy component of the BMM programme.

Core Functions / Responsibilities:

In particular he/she will:

1. Assist in the implementation and monitoring of the protection activities under the BMM programme.
2. Support administrative coordination of programme implementation, involving liaison with diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions.
3. Retrieve, compile, summarize, and present information/data from workshops, training and meetings pertaining to BMM activities.
4. Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
5. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
6. Support in organizing meetings, workshops and training sessions.
7. Follow up with the resource management units on any administrative processes needed to the implementation of the programme.
8. Undertake programme related duty travels as directed by supervisor
9. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in political or social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two (2) years of relevant professional experience. Or,
- High school degree with at least four (4) years of relevant professional experience.

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Proficient in computer software: Microsoft Office (Outlook, Words, Excel and Internet Explorer). In particular, strong command of Excel is required.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Strong communication, organizational and interpersonal relationship skills.
- Hard working, good team player, dedicated, ability to monitor and follow up on pending matters;
- Ability to meet deadlines and work under pressure with minimum supervision.

Languages

Required: Fluency in English and Kiswahili is required. Working knowledge of French; and/or any other UN Official language is advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.
- 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 1*

- 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.

Other

Any offer made to the candidate in relation to this 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.

How to apply:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihrdrec@iom.int

Closing Date: 15 May 2023

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: **02.05.2023** to **15.05.2023**