



International Organization for Migration (IOM)  
The UN Migration Agency

### **VACANCY NOTICE**

#### **Open to Internal and External Candidates**

Position Title : **Project Support Officer**

Vacancy No. : **IOMRONBO/VN/022/2023**

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

Classification : **National Officer, Grade NO-B**

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

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

Closing Date : **05 June, 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.

#### **Context:**

Under the overall supervision of the Regional Director and direct supervision of the Regional Health Assessment Programme Coordinator, and in coordination with relevant regional Health Assessment Programme team colleagues, the successful candidate will be based in the IOM Regional Office in Nairobi, Kenya and will have the following duties and responsibilities in the areas of project support, budget support, reporting, public affairs, event coordination, interpretation management and resource management coordination.

**Core Functions / Responsibilities:**

In particular he/she will:

1. Support the RHAPC in project development, implementation and reporting activities, including coordinating regular reports, providing inputs for budgets and project proposals and reviewing and updating USRAP-specific policies in coordination with USRAP and Country Office management.
2. When requested, assist the RO HAP Finance Team in monitoring spending across the project region, and flagging areas of under or overspending to RHAPC.
3. Coordinate report drafting and informational materials, including flash reports, updates, surveys, bulletins, factsheets, and dashboards addressing a wide variety of USRAP-related topics. Facilitate collaboration and revision processes to produce high quality, timely, topical, and polished pieces that integrate relevant IOM approaches, policies, and guidelines. Support the production of materials with data visualizations and formatting and, where relevant, work with a designer and/or communications specialist to ensure materials are in line with Organizational branding and professional standards.
4. Oversee the organization of a wide range of events, including meetings and activities, Regional Office-level events, town halls and high-level visits. Manage the production of event-related outputs, including briefs, meeting agendas and minutes, reports, fact sheets, and presentations. Provide coordination support for management and staff visits to other entities and IOM missions, including preparing visit agendas, scheduling appointments, and maintaining relevant correspondence. Where relevant, liaise between RHAPC and with other CMHO on cross-departmental meetings.
5. Oversee the development and maintenance of regional HAP key contact information, rosters, web resources and distribution lists, as well as organigrams for relevant HAP units/country offices.
6. Coordinate between Management, the Resources Management Unit(s) (RMU) in the relevant Country Offices in the Region, and other relevant entities to ensure the project is observant of financial, administrative and procurement requirements in line with IOM rules and regulations and that all resources management needs are being met within the project. Ensure procurement-related work is organized efficiently and on time through the preparation and monitoring of Quarterly Procurement Plans.
7. Oversee staff focused on project management support duties in the areas of project support, reporting, interpretation management and resource management coordination. Hire staff, provide training, technical assistance, and information on changes to workflows and procedures, assign duties, and give feedback on performance on a regular basis to ensure high quality work and accurate completion of duties.
8. Help identify knowledge gaps and recommend opportunities for the expansion of data collection activities that will contribute to future reports and informational materials.
9. Oversee the periodic review and update of internal USRAP project administrative workflows and organizational charts to continually track and streamline procedures.

10. When required, liaise with the USRAP HR Business Partner in IOM USRAP Washington, D.C. and HR units in various Country Offices in the Region regarding the background check process for new and current staff. Alert the RHAPC of any process issues.
11. Maintain and ensure the confidentiality and integrity of all USRAP project-related information by implementing control procedures in line with USRAP program integrity guidelines, standards of conduct and data protection rules. Alert RHAPC or the relevant CMHO of any non-compliance to SOPs or codes of conduct.
12. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Master's degree in social science, International Relations, Health Sciences, or a related field from an accredited academic institution with two (2) years of relevant professional experience; or,
- University degree in the above fields with four (4) years of relevant professional experience.

#### **Experience**

- Experience in USRAP, particularly in processing or movement operations activities, such as field support, movements, data processing, employment verification, case creation, pre-screening, USCIS adjudications support, scheduling, field support and out-processing, is a distinct advantage.
- Knowledge of USRAP program implementation and familiarity with IOM's administrative, financial, and business rules and practices is desirable; and
- Demonstrated proficiency with START is an advantage.

#### **Skills**

- Strong written and verbal communication skills and ability to effectively communicate with and lead a team is essential.
- Excellent computer skills and a high level of proficiency in spreadsheet and database applications.
- Strong organizational skills.

#### **Languages**

Required: Fluency in English and Kiswahili is required (oral and written). 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.
- 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 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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

**Managerial Competencies** – behavioural indicators – *level 2*.

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization’s vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization’s goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

**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](mailto:ronairobihrdrec@iom.int)

**Closing Date: 05 June 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: **23.05.2023** to **05.06.2023**