



International Organization for Migration (IOM)  
The UN Migration Agency

## **VACANCY NOTICE**

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

Position Title	: <b>Project Assistant (MECC, Public Information)</b>
Vacancy No.	: <b>IOMRONBO/VN/001/2023</b>
Duty Station	: <b>Regional Office, Nairobi, Kenya</b>
Classification	: <b>General Service Staff, Grade G4</b>
Type of Appointment	: <b>One Year Fixed Term Contract (with possibility of extension)</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>February 01, 2023</b>

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.

Specifically, the Migration, Environment and Climate Change (MECC) Division under which this position is advertised, works in the context of environmental degradation, natural hazards and climate change to find:

1. Solutions for people to stay
2. Solutions for people on the move
3. Solutions for people to move in a safe, orderly and regular way

IOM's Regional Office for the East and Horn of Africa recently led a landmark, High-Level Conference on MECC, bringing in 16 States on the African Continent, two Heads of States (H.E Museveni, President of Uganda, and H.E Kiir, President of South Sudan), African Union representatives, the Intergovernmental Authority on Disaster (IGAD), the East African Community (EAC), the COP 27 Presidency, and the African Group of Negotiators and representatives of Youth to Kampala, Uganda to discuss a joint approach to the challenges and opportunities of human mobility in the context of climate change and environmental degradation. The Conference, hosted by the Government of Uganda, culminated in the signing of the first, High-Level (Ministerial), Regional Declaration- the Kampala Declaration on Migration, Environment and Climate Change (MECC). This Declaration is the first of its kind on the continent and indeed the world and IOM is now embarking on the next steps towards promulgation and eventual implementation of the Declaration.

**Context:**

The position will contribute to supporting the public information needs for the promulgation of the Declaration.

Under the overall supervision of the Senior Regional Policy and Programme Coordinator, the direct supervision of the Regional Migration, Environment and Climate Change Specialist and the technical supervision of the Regional Public Information Officer, the Head of Media and Communications Unit (MCU), the incumbent will carry out the following duties and responsibilities.

**Core Functions / Responsibilities:**

In particular he/she will:

1. Support activities related to public affairs of the IOM EHoA MECC division.
2. Share ideas on a communications and visibility plan and or promotional and visibility materials for the Kampala Declaration project and other MECC-related work.
3. Support preparing information materials such as social media messages.
4. Support note taking and drafting notes for files from project related meetings.
5. Support activities related to public affairs such as sharing ideas and drafting short stories and videos, photographs to be used to enhance and promulgate the Kampala Declaration and other MECC-related work.
6. Demonstrate a general understanding on Migration, Environment and Climate Change.
7. Provide regular reports on the work being accomplished to the Communications focal point, and/or supervisors and team members.
8. Any other tasks as required by the Regional Migration, Environment and Climate Change Specialist.

**Required Qualifications and Experience**

**Education**

- University degree in Graphic Design, Communications, Multimedia Studies, Journalism or a related field with at least two year of relevant work experience, or
- High school diploma with four years of relevant professional experience.

## Experience

- Experience in graphic design, photo and video editing and production is an advantage.
- Experience in working with IOM and on Migration, Environment and Climate Change is highly appreciated.
- Strong and fluent English writing skills.
- Proficiency in editing software such as Final Cut Pro, Premiere Pro, and other Adobe editing tools.

## Skills

- Ability to work effectively in a team of colleagues of varied cultural and professional backgrounds.
- Knowledge of the migration, environment and climate change thematic will be highly regarded.
- Self-paced, excellent communication, planning and organizational skills and able to meet tight deadlines, particularly if working remotely.
- Proven ability to produce quality work accurately and consistently according to set deadlines.
- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a diverse team.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal 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.

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

**Closing Date: 01 February 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: **19.01.2023** to **01.02.2023**