



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Project Assistant (MECC, Public Information)**

Vacancy No. : **IOMRONBO/SVN/001/2024**

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

Classification : **General service, Grade G4**

Type of Appointment : **Special Short-Term Contract, (6 months with possibility of extension)**

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

Closing Date : **21 February, 2024**

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

In July 2022, the Government of Uganda, supported by the International Organization for Migration (IOM) and the UNFCCC and East Africa Development Bank's (EADB's) Regional Collaboration Centre for East and Southern Africa (RCC EAS Africa) brought together 16 African Member States (MSs) in Kampala, Uganda and developed the first Regional Kampala Ministerial Declaration on Migration, Environment, and Climate Change (KDMECC). The Declaration, which was initially signed by 15 African MSs has already moved towards implementation with the formation of an Expert Working Group (EWG). IOM as the Secretariat for the EWG support the MS in the implementation of the KDMECC.

The position will contribute directly to supporting the project, and communication needs of the MECC division and the KDMECC programme.

Context:

Under 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 the implementation of MECC programmes, particularly the KDMECC.
2. Support activities related to the public affairs of the IOM EHoA MECC division.
3. Share ideas and support preparing information materials and products, to include social and other media outreach, for the MECC division and the project on addressing human mobility in the context of climate change through the Kampala ministerial declaration on migration, environment, and climate change.
4. Support MECC initiatives to enhance the visibility of the Division at the East and Horn of Africa Region and expand our reach amongst relevant stakeholders.
5. Assist in quality review of incoming audiovisual materials from partner in the region and its filing and archival as appropriate.
6. Support organizing partner meetings, note taking and drafting notes for files from MECC division related forums.
7. Provide regular reports on the work being accomplished to the Communications focal point, and/or supervisors and team members.
8. Demonstrate a general understanding on Migration, Environment and Climate Change.
9. 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, or a related field with at least two years of relevant work experience, or
- High school diploma with four years of relevant professional experience.

Experience

- Experience in graphic design expected. Experience in 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.
- Experience 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, organizational skills and able to meet tight deadlines, particularly if working remotely.
- Excellent knowledge of spoken and written English.
- 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

Fluency in both written and spoken English and Kiswahili is required.

Desirable

Working knowledge of French and/or other UN Official Languages

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.

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 actions 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 ronairobihdrec@iom.int

Closing Date: 21 February 2024

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: **15.02.2024** to **21.02.2024**