



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR APPLICATIONS

I. POSITION INFORMATION	
Position title:	Administrative Assistant (CAD) - Consultant
Duty station:	Regional Office, Nairobi
Duration of Assignment	3 months
Organizational unit	Programme, Climate Action Division (CAD)
Reporting directly to	Migration, Environment and Climate Change (MECC) Programme Officer
Overall supervision by	Senior Regional Migration, Environment and Climate Change Specialist
Managerial responsibility	None
CFA No.	IOMRONBO/CFA/015/2024
Directly reporting staff	None
Estimated Start Date	As Soon As Possible
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>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:</p> <ol style="list-style-type: none">1. Assist in meeting the operational challenges of migration and mobility2. Advance understanding of migration issues3. Encourage social and economic development through migration; and4. Uphold the human dignity and well-being of migrants and mobile populations. <p>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. Specifically, the Climate Action Division (CAD) under which this position is advertised, works in the context of environmental degradation, natural hazards and climate change to find:</p> <ol style="list-style-type: none">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 EHOA Regional Office is currently leading on efforts to raise the profile of Migration, Environment and Climate Change at the regional policy levels and the new Kampala Declaration on MECC is the most significant achievement in the region to date. It provides IOM with an unparalleled opportunity to raise the profile of migration and human mobility in the context of climate change and promote policy coherence at the highest levels. It is therefore crucial that the opportunity to support MSs to promote the Kampala Declaration on MECC both upwards at global forums such as COPs and also downwards to operationalise it, is not missed and continues to remain a priority for the organization.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Tangible and measurable outputs of the work assignment

1. Assist in preparation and execution of Climate Action Division (CAD) events such as conferences and workshops, including logistical arrangements, preparation of invitation documents, purchase requests and track progress towards deadlines, alerting supervisor when there are bottlenecks.
2. Support in note taking and drafting reports from internal and external CAD related meetings and events.
3. Make travel and hotel arrangements for staff and external delegates for CAD events and track the status of preparations.
4. Support coordination with CAD focal points from IOM country offices in planning regional events.
5. Assist in monitoring success of events and identifying good practices, challenges and lessons learnt.
6. Support in CAD knowledge management including maintaining databases such as SharePoint and ensure they are up to date.
7. Support the CAD team in gathering/collating information related to studies and research as needed.
8. Support any other tasks assigned

Performance indicators for the evaluation of results

- Successful events with timely arrangements of documents, logistics, procurement processes and other areas of work.
- Provides quality notes and report drafts based on IOM reporting guidelines.
- Gathers and provides information and information management in a clear and concise

manner.

- Demonstrates ability to work proactively and demonstrates willingness to learn the IOM processes and the MECC thematic area.
- Professional, clear and timely communication with the CAD team and relevant stakeholders

IV. 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 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.

V. EDUCATION AND EXPERIENCE

- High school diploma with three years of relevant experience; or,
- Bachelor's degree in Business Administration or related fields from an accredited institution with one year of relevant professional experience

VI. SKILLS

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Ability to work effectively in a team of colleagues of varied cultural and professional backgrounds.

<ul style="list-style-type: none"> • Self-paced, excellent communication, 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
VII. LANGUAGES
Required
Fluency in English is required. Working knowledge of French or any other UN Official language is advantageous.

Mode of Application:

Interested candidates should submit CV and a cover letter indicating the Call for Application Number (CFA No.), Position Title and the Duty Station with three professional referees (supervisors) and their contacts (both email and telephone) to: ronairobihdrec@iom.int

CLOSING DATE: 22 May 2024

Only shortlisted applicants will be contacted.

This is a national position and only Kenyan nationals are encouraged to apply

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: 14.05.2024 to 22.05.2024